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ABSTRACT

This study examines the library services provided by school, academic, and public libraries in the shire and municipal areas and recommends a voluntary network to share resources and facilities. Among the specifics, it advocates the conclusion of a formal networking agreement: apointment of a network coordinator: establishment of an administrative and financial coordinating structure: resource sharing with priority to audiovisual resources: development of union lists of periodical, reference, and audiovisual materials: establishment of centralized collection of reference, juvenile, and audiovisual materials, and professional periodicals in education and librarianship: provision of reprography and delivery services: and the development of selection aids and cooperative acquisition programs. The study includes a bibliography, a school libraries questionnaire, school library and community descriptive materials, a timetable for network implementation, tables of data, and a subject index. (RAA)

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PILOT STUDY

FOR

SCHOOL AND PUBLIC LIBRARY CO-OPERATION

IN THE WINDSOR/COLO AREA

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PILOT STUDY FOR SCHOOL & PUBLIC LIBRARY CO-OPERATION

IN THE WINDSOR/COLO AREA

Terms of Reference

1. To examine and describe the various library services provided by schools, both public and private in the Windsor/Colo area; and to describe the public library service provided by Windsor Municipal Council and Colo Shire Council (otherwise known as the Windsor & Colo Joint Library). The examination is to cover, at least, the following points, for each library service:

    a) the size and nature of the collection
    b) the methods used to organise the collection
    c) the number of staff and their qualifications
    d) the extent and nature of the audio-visual collection
    e) the size and nature of the library's accommodation
    f) the sources of funding, including the current years budget
    g) any plans for future developments, extensions, etc.
    h) existing co-operation between school and public libraries.

2. To establish possible areas for co-operation between school and public libraries and to make practical recommendations for the implementation of co-operation, having regard for the needs and priorities of the libraries involved.

    Possible areas for co-operation include:

    a) co-operative acquisition of library material, both book and non-book
    b) co-operative cataloguing of library material, both book and non-book

c) co-operative use of library material, both book and non-book.

The Consultant should consider the development of union lists, union catalogues and the development of mechanisms for inter-library loan.

3. To prepare a timetable for the implementation of the programme.

4. To propose an administrative framework and financial structure for the co-operative scheme and to prepare a draft agreement for the participating libraries.

WINDSOR/COLO JOINT LIBRARY SERVICE

Service Points

The Library has two service points both of which are located in the Municipality of Windsor. The present service points are inadequate in size but new facilities are being constructed at Windsor which will result in an 871 square metre building and the Richmond branch is being expanded to a 266 square metre building. This will mean that adequate physical facilities will be available at both points in 1980. The only public library service provided in Colo Shire is a "box" library service which is provided in the MacDonald Valley area by the Forgotten Valley Mobile Resource Centre. Colo Shire residents must travel to either Richmond or Windsor to use the public library and with poor local public transportation this becomes an impossibility for many residents of Colo Shire.

Borrowers

There is a total of 8,235 registered borrowers with 5,149 from Windsor Municipality and 2,931 from Colo Shire, the remainder being reciprocal borrowers. In Windsor Municipality 25.47% of the population are registered borrowers and 22.98% of the Colo residents are registered borrowers. This is significantly lower than the State average of around 33%. The borrowers are almost equally divided between the Richmond and Windsor branches of the library although more books 75,672 were borrowed from Windsor than from Richmond 68,807. This is probably due to the fact that Windsor has a larger collection and also is the only branch to have qualified staff on duty.

Collection

The total collection in January, 1980 was

Cassettes	1,213
Nonfiction (Adult and Junior)	22,541
Adult fiction	10,015
Junior fiction	3,723
Picture books	2,364
	39,331
New acquisitions	2,951

The Nonfiction collection contains a number of outdated items that are of doutful value and a "weeding" program should be undertaken before the collection is shifted to the new library. The shelf list of the library contains cards for most books acquired since 1976 and this list indicates that there is not a great number of up to date non fiction books in the collection.

Shelf list in each Dewy Decimal class

General works	000-99	85 vol
Philosophy	100-199	175 vol
Religion	200-299	75 vol
Social Science	300-399	750 vol
Language	400-499	30 vol
Science	500-599	225 vol
Technology	600-699	980 vol
Arts	700-799	550 vol
Literature	800-899	300 vol
History Geography	900-999	700 vol

The library would have difficulty meeting demands by school students for non-fiction material to support their studies. In specific subject areas it would be impossible for the library to cater for more than a few students. To illustrate this point three subjects that students might request material on were analyzed. The subjects were chosen at random without reference to the quality of the library collection in that subject area.

1. Airplanes: The library holds seventy two volumes on this subject. Ten were published in 1975 or later. Twenty eight were published between 1970 and 1975. The rest were published over 10 years ago. Of these books seventeen were suitable for primary age students and seven of these were published since 1970.

2. Birds: The library holds twenty eight volumes on this subject. Five were published in 1975 or later. Nine were published between 1970 and 1975. The rest were published over 10 years ago. Only six of these books were suitable for primary school children.

3. Asian Geography: The library holds sixty seven volumes on this topic. Twelve were published in 1975 or later. Twenty five were published between 1970 and 1975. The rest were published over 10 years ago. Twenty one books were suitable for primary students and eleven of these were published since 1970.

It would be difficult for the library to provide one book per student to a class studying any of the above topics and there would not be enough books suitable for primary school students available for more than a handful of children. The library does not have enough non-fiction material to enable bulk loans to be provided for schools.

The interfiling of adult and juvenile non fiction on the shelves does allow students and teachers to have access to a wider range of material than if the books were shelved separately and this practice should be continued.

The library subscribes to sixty periodicals and receives another ten by donation. Only two titles are duplicated at both Richmond and Windsor with the other titles being split between the two. This practice makes it difficult for users to have access to a particular issue of a periodical. Periodicals circulate at present and the resulting lost issues can mean that complete sets of backruns of periodicals will not be possible. The library should identify those periodicals which are indexed and have a reference value. These titles should be kept at the Windsor Library and should not circulate so that the library will be able to develop a collection of back runs of periodicals. Duplicate copies of popular titles should be purchased for the Richmond branch, this branch could also receive some titles that the library feels are not of permanent value. A photocopying service for periodical articles should be available to library users who are unable to come to the Windsor library to use the Periodical Collection.

The Reference Collection contains a lot of out of date material and lacks some basic titles that should be included in any reference collection. Most of the school libraries in the area have very small inadequate reference collections and they look to the public library to provide a comprehensive reference collection as a backup service for their own small collections. A recent grant of $6,000 from the Library Council of New South Wales to purchase reference material will help improve the collections in both branches. A study of the reference

collection and reference services is presently being conducted by Mr. B. Sargeant and suggestions for ways to improve library service in this area should result from the study.

The Audio-Visual Collection is a collection of 1,213 audio cassettes. Most of the cassettes are musical but there is a significant proportion of non-fiction spoken word tapes that would be useful in the classroom. There is no real subject access to these tapes and this limits their use as curriculum materials. The library should investigate the possibility of providing subject headings for non-fiction cassettes. This could be done in conjunction with any union lists produced for the schools. The library should also investigate the desirability of purchasing audio visual materials in formats other than the audio cassette as there is a demand for such materials in the schools.

Staff

The staff of the library consists of two qualified professional librarians plus library assistants. Both professional staff members are at the Windsor Library. The Richmond branch is staffed entirely by non-professionals. Neither professional librarians is involved in reference or public service duties except on a casual basis and this means that all public enquiries are directed to non professional staff. The staff of one Windsor school mentioned that students had difficulty in getting adequate assistance at the public library in utilising the collection and locating suitable resources because there was no "public service" librarian on duty.

A large proportion of the population of the Windsor Municipality and Colo Shire are children and 21 % of the registered borrowers of the library are children. The library does not employ a childrens librarian and does not have an adequate children's program.

Successful co-operative arrangements with schools will require that the library have strong childrens services and also adequate reference services and the library will need to employ professional staff in both these areas.

RECOMMENDATIONS

I. That a service point needs to be established in Colo Shire. This service point could be established in conjunction with a primary school library and should be located in one of the rapid growth areas of the Shire.

II. The collection of the library needs to be increased. The Interim Minimum Standards for Public Libraries indicate that a minimum collection of 70,000 volumes is needed for the Colo/Windsor library service and that 8,750 new volumes should be added annually. Special attention should be paid to upgrading the juvenile non fiction collection.

III. The library should maintain backruns of periodicals that are indexed and have reference value. This collection should be housed at the Windsor Library with duplicate popular titles being available at the Richmond branch.

IV. The library should acquire material in a variety of formats such as filmstrips, slides, audio tapes and picture sets.

V. Professional staff should be assigned to all branches of the library.

VI. A reference librarian should be employed.

VII. A children's librarian should be employed.

SCHOOL LIBRARY SERVICE WINDSOR MUNICIPALITY AND COLO SHIRE

The School Library Service that is available to the students of Windsor Municipality and Colo Shire varies from individual school to individual school. School size is an important factor in determining if a school will have an adequate library service. In Windsor Municipality the number of pupils in a school varies from 78 to 996 and in Colo Shire the number of pupils varies from 19 to 625. The smaller schools usually do not have an adequate school library. The three high schools all have full-time librarians, one has two full-time librarians, clerical assistants and have facilities that are at least adequate or, in the case of Colo High, are developing these. Only one of the three high schools has a collection that is adequate in size. The primary schools are characterized by part-time librarians, inadequate collections, and physical facilities that range from totally unacceptable to adequate. Six primary schools have no library whatsoever.

Staff

In its publication Books and Beyond, the Schools Commission has recommended the following staffing formula for school libraries.

Enrolment	Professional Staff		Ancillary Staff
	Head Teacher-Librarian	Other Professional	(Technical, Clerical, Aides)
1 - 100	up to 1		up to 15 hours
101 - 200	1		20 hours
201 - 300	1		30 hours
301 - 400	1		40 hours
401 - 500	1		50 hours
501 - 600	1	1	60 hours
601 - 700	1	1	70 hours
701 - 800	1	1	80 hours
801 - 900	1	1	90 hours
901 - 1000	1	1	100 hours
1001 - 1100	1	2	110 hours
1101 - 1200	1	2	120 hours
1201 - 1300	1	2	130 hours
1301 - 1400	1	3	140 hours
1401 - 1500	1	3	150 hours

No school in the area fully meets this staffing formula, in fact only six schools have a full-time librarian and three of these are high schools, seventeen schools have part-time librarians and four schools have no librarian at all, the library is considered part of the teachers' extra duties in these schools. Part-time librarians are assigned to schools from one to four days a week with nine schools having a one day a week librarian.

The part-time primary school librarians spend almost all of the time that they are in a school in face-to-face teaching of "library lessons". They have little or no time to work with school staff on resource utilization or instructional development and would find it difficult to devote time to co-ordinating co-operative schemes between their school and other schools. A full-time teacher librarian is needed in all schools with an enrolment of over 100 pupils.

Personnel

	Number of Schools	
	Primary	High School
One full time teacher-librarian per 300 students with clerical help.		
One full time teacher-librarian per 500 students with clerical help	3	3
One part-time teacher-librarian	16	
Library is a teacher's extra-curricular activity	4	

Only two school librarians have formal qualifications in librarianship and two other high school librarians had teacher librarianship components in the teacher training programmes. If the others have received any training, it would be only a short one or two week course run by library services. Opportunities should be provided for these librarians to receive some formal training in teacher-librarianship so that they will have the knowledge and skills to fully utilize the resources available within the school and within other libraries.

Accommodation

Two schools in Windsor Municipality have libraries that will seat over 10% of the student body and which have adequate facilities to carry out the various functions of a school library. Five schools in Windsor Municipality and eight schools in Colo Shire have school library facilities that will seat the largest class in the school and these libraries have basic library facilities such as a circulation desk, card catalogue and some work space. Two schools in Windsor Municipality and two schools in

Colo Shire have libraries that are too small to seat a class and two schools in Windsor and five schools in Colo have some type of improvised library accommodation such as a store room.

Accommodation	Number of Schools	
	Primary	High School
Custom designed library to seat 10-20% of enrolment with adequate workroom, study rooms and audiovisual production and use area		1
Library which will seat largest class, catalogue case, circulation desk and work space	11	2
Library room, but too small to seat one entire class group	4	
Improvised library accommodation, e.g. bookcases in hatroom, storage room or similar	7	

While most school libraries in the area can seat the largest class, special attention should be given to those eleven schools which cannot meet even this minimal requirement plus those schools which have no library whatsoever.

School Library Collections

The Schools Commission, in its publication Books and Beyond, has recommended that school library collections should contain the following number of items.

Enrolment	Recommended target size of collection for adequate library service	Recommended basic funded bookstock
1 - 100	3000	
101 - 150	4104	2250
151 - 200	5097	2750
201 - 250	6008	3250
251 - 300	6853	3500
301 - 350	7644	3750
351 - 400	8388	4000
401 - 450	9091	4200
451 - 500	9758	4400
501 - 550	10392	4600
551 - 600	10997	4800
601 - 650	11574	5000
651 - 700	12126	5200
701 - 750	12656	5400
751 - 800	13163	5600
801 - 850	13650	5800
851 - 900	14118	6000
901 - 950	14567	6150
951 - 1000	15000	6300

The recommended basic book stock is an indication of the minimum collection that should be in a school when it is first opened. The recommended target size is an indication of the collection size needed to provide adequate library service to the students and staff of the school.

The collections of almost every school in the Colo/Windsor area is inadequate (see Library Directory) and many schools would have collections that are so small that little in the way of library service could be provided in the school. School children in the schools of Colo/Windsor will need to have access to a wide range of resource material from

sources outside the individual schools so that they are not handicapped unduly by inadequate school library collections.

Materials - Print

	Number of Schools	
	Primary	High School
More than 10 books per pupil, plus 50 magazine titles, plus adequate and up-to-date reference books, plus professional (teachers') collection	6	2
Seven books per pupil, plus 25 magazine titles, plus up-to-date reference books	5	1
Five books per pupil plus sets of encyclopaedias	10	
Sample texts, a few other books and a set of encyclopaedias	2	

A major weakness in the resource collection of schools in the Colo/Windsor area is the inadequate collection of non-print resources in most schools and that there is insufficient equipment to use a variety of non-print resources. Only two schools in Windsor Municipality and one school in Colo Shire have collections of a wide variety of non-print materials such as audio tapes, filmstrips, slides, video tapes and realia. Twelve schools in Colo Shire and six schools in Windsor have small, but inadequate, collections of non-print material and the equipment to use this material. Three schools in Windsor Municipality and two schools in Colo Shire have no real collections of non-print materials available for the students and staff of the school. Students are growing up in a world where both print and non-print information resources are very important. Modern teaching is no longer restricted to the printed word and a wide variety of non-print materials are needed in schools. High priority must be given to developing the collections of non-print materials available in

the schools and a resource sharing scheme for non-print materials should be developed.

Materials - Non-Print and Hardware

	Number of Schools	
	Primary	High School
Good variety of audio-visual materials including audio, film, video, graphics and realia items and sufficient compatible hardware for its use by individual students and staff or for production	1	2
Small collection of audiovisual materials with hardware for its use.	17	1
Small collection of slides and tapes for those able to provide own hardware for its use	1	
No audiovisual materials available in library but some for use of staff in general school stores	4	

Budgets

While it is generally accepted that an annual budget is needed to allow for planning both financial and otherwise in any institution, most of the school libraries in the Colo/Windsor area do not have an annual budget. Three schools in Windsor Municipality and seven schools in Colo Shire have annual budgets, while five Windsor Municipality schools and eight schools in Colo Shire do not have an annual financial plan for their library service. All schools should develop an annual budget for school library/resource service.

Only ten schools in the area spend more than $5.00 a year per pupil. With the current price of books, the average cost for an Australian library book is $12.54,[1] most schools would not be able to buy even one book per pupil a year. With the rapid increase in knowledge many non-

fiction books are rapidly outdated and most school library collections in Colo/Windsor will not be able to provide up-to-date materials if this low level of funding continues.

Expenditure

	Number of Schools	
	Primary	High School
More than $10 per pupil annually for printed materials. Encyclopaedias replaced every five years from extra allotment. Additional budget for audiovisual materials, supplies etc.		1
Between $5 and $10 per pupil per year for all library materials, supplies and equipment	5	
$5 per pupil per year for library purposes	11	
$2 or less per pupil per year for library purposes	7	2

Schools in the area rely mostly on Parents and Citizens groups for the funds used to provide resource materials in the schools. These parent groups might feel that materials purchased by them should be used only by the students in their particular school and should not be made available to the students of other schools. Discussions will need to be held with Parent and Citizens groups about the advantages that co-operative library and resource schemes will have for the children of their school as well as for all the children in the area.

Financial Sources and Budget

	Number of Schools	
	Primary	High School
Annual budget prepared for library finances and fully covered by allocation from school funds		1
Annual budget prepared for library finances, partly covered by allocation from school funds, the balance being from P. and C. organizations, mothers' club or by donations	7	2
Library budget prepared occasionally according to need. Finance received spasmodically and allocated for most needed items on budget	7	
No budget prepared. Finance obtained spasmodically from various sources	7	

1. Internal Survey, Kuring-gai College of Advanced Education, Resource Centre, February, 1980.

Library Instruction

Almost all the schools have formal library instruction programmes in the library. In only five schools, however, is this library instruction programme worked out in conjunction with the classroom teachers.

Library Instruction

	Number of Schools	
	Primary	High School
Programme of instruction for all students which relates instructional materials to curriculum and is worked out in co-operation with classroom teachers. Evaluation and follow-up activities are planned	4	1
A number of scheduled lessons in library use are given to all students	16	2
Individual help given on request is the only instruction offered	3	
Library hours and rules are posted		

All library instruction programmes should be developed in co-operation with classroom teachers, so that these programmes will be related to the various programmes of study in the school and are not seen as something apart from the school curriculum.

Materials Available for Loan

	Number of Schools	
	Primary	High School
Both students and staff may borrow books, periodicals, audiovisual materials and hardware. Reference books are available for overnight/weekend loan. Staff and students may borrow as many items as needed	2	1
Staff may borrow books, periodicals, audio-visual materials and hardware, also reference books overnight. Students may borrow books, periodicals and audiovisual materials but not hardware. Up to three items may be borrowed by students. Staff may take more	8	2
Only fiction and non-fiction books are available for loan. Limit of three items per user	11	
Fiction books may be borrowed only, and only one per user at a time	1	

Twelve schools do not allow students to borrow materials other than books. The small collections of non-book materials in these schools may be the reason for this, but all schools should allow students to borrow non-print materials as most of these items are no more likely to be damaged than are books.

Hours of Opening

	Number of Schools	
	Primary	High School
Library is open daily before/after school, at lunch break and during class time for borrowing, research, individual, group or class use	13	3
Library is open daily before/after school, at lunch break and during class time. Students may use it only out of class time	1	
Library is open daily at lunch time	1	
Library is open only 3 days per week or less at restricted times	5	

All of the high schools and fourteen primary schools have the library open for the use of students and teachers before and after school and during the school day. Those schools which have limited hours of opening should investigate methods for allowing the library to be open during the entire school day as well as before and after school. Unfortunately the low level of staffing primary school libraries means that while the library is open for student and teacher use everyday, there is often no librarian on duty to help the users make maximum use of the schools instructional resources.

Co-operation

Teacher librarians in the Windsor Inspectorate meet together once each term to discuss matters of mutual concern. Unfortunately a number of primary school librarians are unable to attend these meetings. The Department of Education should recognize the importance of teacher librarians meeting together if any inter-library co-operation is to take place and all teacher librarians should be allowed to attend these meetings.

The three high schools in the Colo/Windsor area have developed an informal inter-library co-operation scheme which also involves Riverstone High School. The high school librarians all seem to accept' the fact that school libraries cannot operate in isolation from each other. The primary school libraries are not involved in inter-library co-operation to any great extent. In Windsor Municipality only one primary school is involved in inter-library lending and none are involved in other types of co-operative ventures such as co-operative purchasing or shared ownership of equipment and materials. In Colo Shire five primary schools are involved in inter-library lending although none are involved in any other co-operative ventures. Sixteen of the schools surveyed indicated that they would be interested in inter-library co-operation. A co-operative network involving the public library and school libraries should be established.

A number of schools are made available for outside community activities. Eight schools in Windsor Municipality and nine schools in Colo Shire are made available to community groups. These schools and the activities carried out in them are:

WINDSOR MUNICIPALITY

List of schools made available for outside community activities:

Cattai Public School
Cattai Creek via Pitt Town, N.S.W. 2756.

Contact: The Principal

Nature of Activities: Senior Citizens' Card Night

Pitt Town Public School
Buckingham Street, Pitt Town, N.S.W. 2756.

Contact: The Principal

Nature of Activities: P. & C. Meetings
Cricket and Tennis Club Progress Association

Richmond High School
Lennox Street, Richmond, N.S.W. 2753.

Contact: The Principal

Nature of Activities: P. & C. Meetings
Community Groups, e.g. Lions Club

Richmond Primary School
Windsor Road, Richmond, N.S.W. 2753.

Contact: The Principal

Nature of Activities: P. & C. Meetings
Religious Instruction
Greek Saturday School

St. Monica's School
1A Bourke Street, Richmond, N.S.W. 2753.

Contact: The Principal

Nature of Activities: Catholic Women's League
Religious Instruction

Windsor High School
Windsor and Mulgrave Roads, McGrath's Hill, N.S.W. 2756.

Contact: The Principal

Nature of Activities: Adult Education Classes
Playing fields used by community
Concerts

Windsor Public School
Christie Street, Windsor, N.S.W. 2756.

Contact: The Principal

Nature of Activities: Music/Singing

Windsor South Public School
Church Street, South Windsor, N.S.W.

Contact: The Principal

Nature of Activities: Venue for sports clubs' meetings

COLO SHIRE

List of schools made available for outside community activities:

Brewongle Field Studies Centre
Sackville Road, Sackville North, N.S.W. 2756.

Contact: David Bowden

Nature of Activities: Environmental education.

Colo High School
William Street, North Richmond.

Contact: The Principal (Mr. P. Kinsella)

Nature of Activities: Community meetings
Musical evenings

Comleroy Road Public School
Comleroy Road, Kurrajong, N.S.W. 2758.

Contact: The Principal

Nature of Activities: Kurrajong Spinning Group
Rural Youth Meetings

Freeman's Reach Public School
Gorricks Lane, Freeman's Reach, N.S.W. 2756.

Contact: The Principal

Nature of Activities: Parents' Keep Fit Classes
Soccer Club and other sports club meetings.

Glossodia Public School
Creek Ridge Road, Glossodia, N.S.W. 2756.

Contact: The Principal

Nature of Activities: Vacation Play Centre
P. & C. Meetings
Meetings for Guest Speakers.

Grose View Public School
Grose Wold Road, Grose Vale, N.S.W. 2753.

Contact: The Principal

Nature of Activities: P. & C. Meetings
Ladies P.E. Night
Venue for Grose Wold Progress Association.

Kurmond Public School
Bells Line of Road, Kurmond, N.S.W. 2757.

Contact: The Principal

Nature of Activities: Not stated.

Kurrajong Public School
Grose Vale Road, Kurrajong, N.S.W. 2758.

Contact: The Principal

Nature of Activities: Public meetings
Venue for Girl Guides
Sunday School

Lower Portland Public School
Lower Portland via Windsor.

Contact: The Principal

Nature of Activities: P. & C. Meetings
Social functions

Richmond North Public School
Grose Vale Road, North Richmond, N.S.W. 2754.

Contact: The Principal

Nature of Activities: Parents' Drop-In Centre
P. & C. Meetings

Wilberforce Public School
George Street, Wilberforce, N.S.W. 2756.

Contact: The Principal

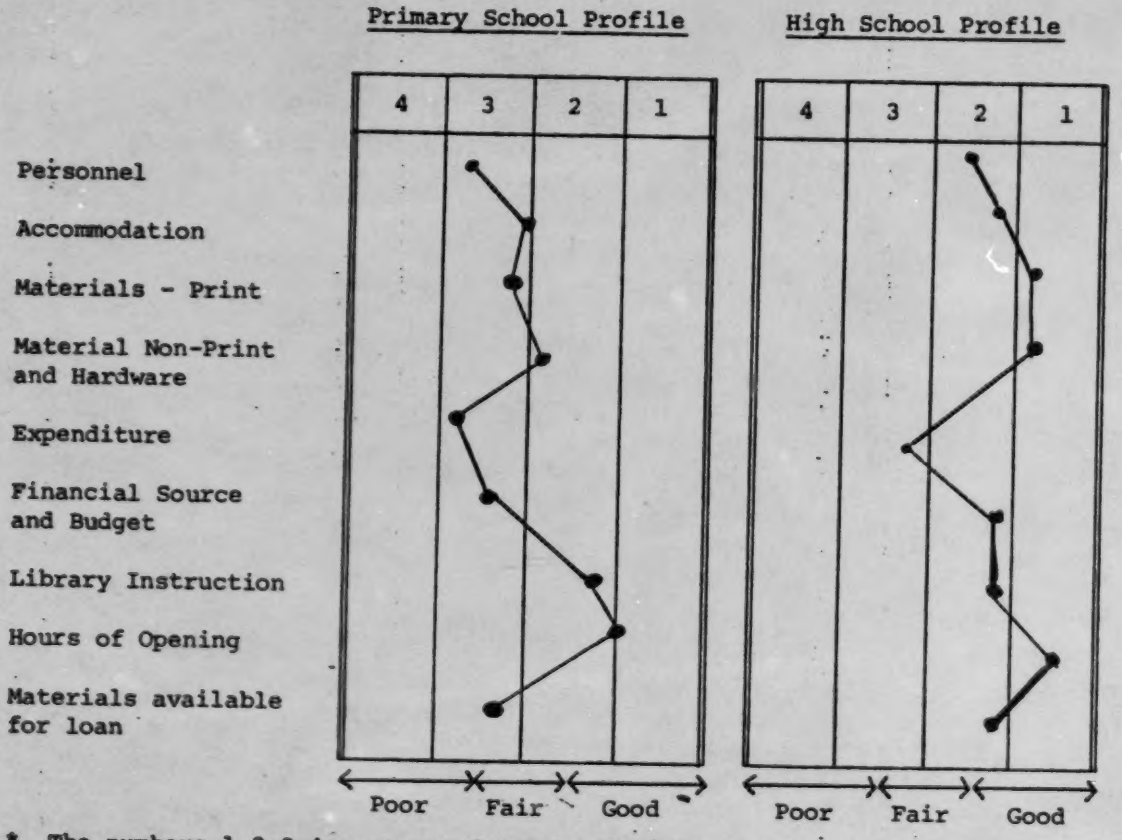
Nature of Activities: P. & C. Meetings held in library.

Those schools which are already used by a variety of community groups should be suitable locations for providing public library service to local residents.

Profile of School Library Service

The three high schools in the Colo/Windsor area have adequate school library services, the major weak point being very low expectations of library service by the two high schools in Windsor Municipality. If this low level of funding continues, the collections and services of these libraries will soon deteriorate.

The primary schools have inadequate library services by most of the indications on the profile. It is only in the areas of hours of opening and library instruction that these libraries rate adequately.



* The numbers 1,2,3,4 correspond to the four alternative responses on the School Library Questionnaire. Number 1 is the highest level of provision and number 4 is the lowest level of provision.

RECOMMENDATIONS

I. School libraries should be staffed to the levels recommended by the Schools Commission.

II. All teachers employed as teacher librarians should receive training in the field of teacher librarianship, either through formal course work or an extended inservice programme.

III. All schools should be equipped with a library facility that will, at least, seat the largest class in the school and should also seat 10% of the school's enrolment.

IV. The school library collections should be increased to the levels recommended by the Schools Commission.

V. Schools should have access to a "back-up" collection of resources from a central location.

VI. Resource sharing networks should be established.

VII. Schools and the Public Library should acquire more extensive collections of non-print materials.

VIII. All schools should have an annual library budget and this budget should be sufficient to allow for the purchase of needed resource material.

PUBLIC LIBRARY SERVICE IN COLO SHIRE

The joint library agreement between Windsor Municipality and Colo Shire allows the residents of Colo Shire to have the same access to public library services as the residents of Windsor Municipality do. Colo residents can use the libraries at Richmond and Windsor, however no library service points are provided in Colo Shire.

The large geographic area of the Shire and the low population density make the provision of library service points difficult. The problems of isolation during floods, poor public transportation systems, many families having only one car which is used by the working spouse and of house-bound residents, means that for many residents of Colo Shire it is impossible to visit either of the libraries in Windsor Municipality. The Committee of Inquiry into Public Libraries in its Public Libraries in Australia said that "Rural residents in remote areas suffer severe disadvantages relative to residents in more densely populated areas... Visits to centres from remote areas are too irregular or expensive to allow systematic library use." (P. 44) Some library access points need to be established in Colo Shire.

Branch Libraries

The Library Association of Australia in its Interim Minimum Standards for Public Libraries states that the following basis should be used for service point provision:

Over 5,000 population	-	Full-time branch
2,500 to 5,000 population	-	Part-time branch
Up to 2,500 population	-	Bookmobile service or deposit station (p.3)

No area in Colo Shire would be large enough to support a full-time branch. North Richmond would be large enough to support a part-time branch and the growth areas of Glossodia and the Wilberforce area could also be viable locations for part-time service points.

Community Libraries

In North Richmond and Wilberforce, the central location of the primary school in relation to the commercial and civic areas of the communities would mean that a community library which served both as a public library branch and as a school library could be established in the primary school. Although most joint use libraries in Australia are situated in high schools there have been successful primary school based community libraries. (Dwyer, p. 67) The new Colo High School in North Richmond was mentioned as a possible site for a community library but its location outside of the community of North Richmond would make access difficult. Parents also tend to go to the primary schools to pick up their children after school, but rarely visit high schools on a regular basis. In his study of community libraries for the Schools Commission, James Dwyer noted the following trends about Australian joint use libraries:

> The scheme of school/community libraried lends itself very well to rural and rapid growth areas and appears to gain ready acceptance there.

Contrary to normal expectation, the majority of projects outlined have not been equally funded by the joint agencies as is generally recommended. The levels of funding are surprisingly diverse.

It is often stated that a school/community library must be planned as such before the library's inception, and not have a "public" component added on as an afterthought. While obviously that is the ideal policy, many examples in this survey indicate that a reasonably satisfactory service can be provided by the added-on method.

The fact that seven categories of librarian-in-charge were identified in the survey is indicative of the range of opinions in this field. People have been saying contrary and diverse things for some years in relation to this matter, including comments that school library staff are untrained in public library expertise and therefore are unable to fill the role; or that public library staff are not trained teachers and hence are in no position to cater for school children. Such comments are seldom levelled nowadays and the emphasis is more positive in that there is a realization that multiple staffing by people with varying expertise is a more satisfactory one.

It is usually claimed that a school/community library is more effective if school and public collections are integrated.

Allied to the matter of integration is the question of

availability of material. Two of the common criticisms of school/community libraries have been that public access to school material is detrimental to the school programme and that child access to adult material poses problems (perhaps problems for parents rather than children). It was of considerable interest to find that each of those criticisms were received on only two occasions in the course of interviewing many people. It would be reasonable to assume, then, that those reasons for restricting access to materials are no longer generally held as valid.

One of the most refreshing aspects of the survey was to find that, in keeping with the concept of service, there is little evidence of restricting public access to after school hours. (Dwyer pp. 67-68).

School/community libraries are a means of providing library service to small communities and most of the problems that are raised about such libraries seem to be able to be overcome. The joint Colo/Windsor library service should begin discussions with the Principals of Richmond North and Wilberforce Public Schools and officials of the Department of Education about establishing joint use libraries in these schools. The Colo/Windsor library service could provide collections of Adult and Young Adult materials to these libraries while the schools would concentrate on collecting juvenile materials. Basic reference collections should also be provided in these libraries. If the libraries were to be effective they would need to be open in the late afternoons and some evenings and the public library would be responsible for staffing the library during these periods.

Glossodia Primary School is located too far away from the Glossodia growth area in the Golden Valley - almost all children are bussed to Glossodia Primary School - to be a suitable location for a joint use library. The Department of Education is investigating the possibility of establishing a new school in the Golden Valley and this could be a suitable location for a library. Discussions should begin between the Joint Library Service and the Department of Education about establishing a joint use library in the new school. According to the part-time teacher librarian at Glossodia Primary very few students in the school are able to use the public library in Richmond or Windsor. The establishment of a joint use library would mean that these children and their parents would have access to a public library service.

Bookmobiles

Bookmobiles are often used as service points in communities of less than 2,500 population. Almost all of the communities in Colo Shire fall into this category. Bookmobiles have the advantage of allowing for flexible scheduling, a changing bookstock, and they do allow libraries to provide service points in communities that are much too small for branch libraries. These advantages must be offset against the problems of vehicle breakdown and normal down time for maintenance, limited physical access in the vehicle, lack of telephone service which would allow for access to a range of information sources and high purchase and running costs. There is not a large enough population in Colo Shire to justify the purchase of a mobile library and rising petrol costs would also rule out a mobile library as an economic proposition.

The Baulkham Hills Shire has a bookmobile service which makes regular

visits to Wisemans Ferry and this service is used by some Colo Shire residents, espectially those in the MacDonald Valley. Many MacDonald Valley residents find it difficult to get to Wisemans Ferry and the Colo/Windsor Joint Library Service should investigate the possibility of contracting with Baulkham Hills Shire to have the bookmobile visit the MacDonald Valley to provide library service.

Deposit Collections or "Box" Libraries

A deposit or box library is a small collection of books that is brought into a community to be loaned to local residents. These box libraries are rotated on a regular basis giving readers access to a much wider range of material than would be contained in a single small library collection.

The Forgotten Valley Mobile Resource Centre provides a box library service to St. Albans in conjunction with the Mobile Preschool and Craft Centre. A small collection of books and periodicals from the Colo/Windsor Joint Library Service is carried to St. Albans and another collection of juvenile books is carried to Central MacDonald School with each visit of the Mobile Resource Centre. A very limited (not more than 50) number of items is in each box. It is difficult for residents to find materials on subjects that they need information, although the service does meet some demands for recreational reading. The staff of the Mobile Resource Centre attempt to answer requests by providing the material on the next visit of the van.

A second mobile resource centre, the Colo Wilderness Society Mobile Resource Unit, will be established before the end of 1980 with a grant

from the Western Sydney Area Assistance Scheme. This mobile unit will provide a mobile preschool and the organizers would also like to provide a box library service and story hour programme. This resource unit will visit the communities of Lower Portland, Colo Heights, Central Colo, Bilpin, Wilberforce, Grose Vale, East Kurrajong, Kurrajong Heights, Blaxlands Ridge, Mountain Lagoon and will probably also stop at Ebenezer, Freemans Reach, Glossodia and Mandalay.

The unit will visit each centre either once a week or once a fortnight depending on the number of adults and children in each community. The Colo/Windsor Library Service should provide materials for the box libraries on this unit. This unit should include books for preschools, books for adults and large print books for the elderly. Toys and games would also be valuable resources for the box libraries. The collections of materials would be left at a central spot in the community and a volunteer could loan the books to its residents. A new collection of material would be deposited with each visit of the van. The Windsor Municipal Library should also take telephone requests for specific titles or books for specific subject areas and send these books out with the mobile resource unit. Although this would provide only a very limited library service, it would, at least, meet some of the recreational and informational needs of the community.

RECOMMENDATIONS

I. Library access points should be established in Colo Shire.

II. Discussions between the Colo/Windsor Joint Library Service and the Department of Education should be held to investigate the establishment of joint use libraries at Richmond North Public School and Wilberforce Public School.

III. Discussions between the Colo/Windsor Joint Library Service and the Department of Education should be held to investigate the establishment of a joint library at any new school built in Glossodia.

IV. The Mobile Library Service to Wisemans Ferry, provided by Baulkham Hills Shire, should be extended to the MacDonald Valley and the Colo/Windsor Joint Library Service should initiate discussions with the Baulkham Hills Shire Library Service about the possibilities of contracting to have this library service extended.

V. The Colo/Windsor Joint Library Service should provide library materials for the box library service to be provided by the Colo Wilderness Society Mobile Resource Unit and these materials should be rotated on a regular basis to insure that box library stock is not read out.

VI. Telephone requests by Colo Shire residents, for specific library materials, should be accepted by Windsor Municipal Library and these materials sent out via the Mobile Resource Units.

SCHOOL - PUBLIC LIBRARY CO-OPERATION

The Committee of Inquiry into Public Libraries said that children and young adults were among the groups that were "under-served" in terms of public library service (p. 45). This statement would be more than true when speaking of library service that is available to the children of the Colo/Windsor area. The poor state of primary school library service in the area, the low level of children services in Windsor Municipality and the lack of public library service points mean that the children are receiving sub-standard library service.

High school students have access to more adequate school library collections than do most primary school children, but they also rely on the public library for both leisure material and material to support school work. Irene Evans, the librarian at Colo High School, surveyed students in that school to determine if they use the Richmond or Windsor Public Libraries. Of the 231 students surveyed, 134 had used the Richmond or Windsor Libraries and 83 had used it during the first school term of 1980 and 51 of these students used the library for school work. High school library collections in the area cannot meet all the information and recreation needs of students.

In order to allow students and teachers to have access to a much wider range of materials and services than are available in any one school co-operative, ventures need to be initiated between schools and between the schools and the public library. As the Aims of Primary Education

in New South Wales states "If community and school resources are to be used for maximum mutual benefit, co-operative relationships, initiated by the school, need to be established and maintained." (P. 44)

Only six of the schools that were surveyed were not interested in co-operating with other schools and libraries to provide a variety of resources to students and teachers. The Hawkesbury College of Advanced Education Resource Centre has stated that they are also interested in co-operating with the schools and public library in providing better library service to the residents of the Colo/Windsor area. A co-operative network involving the Colo/Windsor Joint Library Service, the Hawkesbury College of Advanced Education and those interested schools should be established. Membership in the network should be voluntary and no institution should be forced to participate in the network.

A number of areas for possible co-operative ventures were raised during the survey and also during interviews with librarians and school administrators, and some co-operative ventures are already taking place. The three High Schools in the area have with Riverston High School been involved in resource sharing programmes. The Windsor Inspectorate Teachers' Librarian group has been meeting to discuss common problems, exchange question sheets for library lessons and to exchange bibliographies and book reviews. This group also published in 1977 a Union List of A.V. materials held by some of the schools in the Inspectorate, but this listing is now out of date. All of these co-operative ventures are voluntary and rely on the individuals involved in each school. If networking is to work, especially after individuals move to other schools, then formal arrangements need to be made. All agencies entering into the network should sign a written agreement.

The Task Force on the Role of the School Library Media Program in the National Program, National Commission on Libraries and Information Science in the United States developed some basic principles on networking and these principles should be the basis on which any network is established.

1. Each individual has a right to equal opportunity of access of information that meets his/her needs.

2. Networks must be built on strong individual library collections. Each participating library must have the capability of serving the ordinary needs of its users and of contributing to the network as well as receiving services.

3. Networking is not free. Besides specific equipment and materials costs, staff time will be needed to plan the network, to carry out its vital operations, and to provide the shared services.

4. All participating libraries must be equitably represented on the governing board of the network.

5. Effective communication among members is essential. A good modern communication system should link all member libraries, and individual librarians must feel at ease in contacting and working with their counterparts in other libraries.

The network will not be a substitute for adequate library collections in each participating institution and staff and funds will be needed if the network is to function successfully.

Areas for Co-operation

Resource Sharing - Audio Visual Software

The area of co-operation that was seen as most useful by the schools was a resource sharing scheme, especially one that included audio visual software. Most schools indicated that they would like the scheme to include inter-library lending of both print and non-print

material but the librarians indicated that the greatest need was in the audio visual area. While there was widespread enthusiasm for an audio visual resource sharing scheme, some opposition was raised about the scheme. The points that were usually mentioned as problems are similar to those raised by R.J. Blevin, Assistant Director of Education for the Metropolitan West Region in a letter to Principals of the Penrith area. In this letter he stated that while resource sharing has worthy goals some issues that must be resolved by each school before entering into an agreement are:

(a) the adequacy in such circumstances of the school's security and control system in respect of items supplied for its use

(b) the effects of increased usage of items

(c) the necessity for an in-school system which will ensure that when materials are required within a school they will be available

(d) the designation of personnel for control and operation of the scheme when such persons may already be hard pressed to meet the existing responsibilities of their position

(d) the attitude of parents towards lending items to other schools, especially if those items had been obtained through local funding.

Points (d) and (e) were mentioned in a number of schools and both would need to be resolved before a school could enter into a networking agreement. These problems can be overcome and resource sharing networks are operating in a number of areas such as Mosman and North Sydney.

Union List

A Union List of audio visual software would be essential before any resource sharing could be operative. This list would need to include

the main entry, title, format, and subject headings for each item as well as the location of each item. Other bibliographic information would not be needed as research such as that carried out by Crenia Dawson and Gwen Skinner in South Australia indicates that students usually only use subject, author and title plus location symbol in a library catalogue.

A Union List would need to be updated each term or at least twice a year, so that new materials purchased by schools will be available to the network. Also these updated listings could be used by schools that are thinking of purchasing an item, that might be expensive and only used a few times a year in a school. If the item was already in the network, the school would not need to purchase it and the money could be used to purchase a useful item that was not held by the network.

A Keyword-Out-of-Context (K.W.O.C.) listing would be the best method for providing the Union List. This method provides for multiple points of access for every item. Each word in the title, the author's name, every word used to describe the contents of the item plus location and format can be listed. The keyword is positioned to the left of the full entry and is listed alphabetically (a sample page from a listing is attached, see Appendix G). All of these listings are produced automatically by the computer from just one entry for each item. This system allows for easy updating and multiple copies of the listing can be produced quite cheaply.

The existing Union List of audio visual material could be used as a basis for the new list. Each school would need to annotate the list, removing items no longer in the collection and adding any new items.

Schools that did not participate in the original listing would need to provide a listing of all audio visual materials in their schools. The actual production of the KWOC index could be done by a commercial computer agency or by an agency such as the Centre for Library Systems at Kuring-gai College of Advanced Education.

The cost of producing a KWOC listing would be as follows based on a listing of 4,000 items:

Data entry	$200.00
Computing	$120.00
Stationery	$ 60.00
Printing for 40 copies	$400.00
Overheads	$ 40.00
	$820.00

The cost for updating each listing would be much less as data entry would be lower. Copies of the listing would cost around $10.00 each and this cost could be met by each school in the network. The costs for data entry and computing could be met by the Colo/Windsor Joint Library Service or could be divided among the participating schools. The smaller schools might find that this expense would be prohibitive although it should not really be very expensive per participating school. If only 10 schools were participating, it would cost $42.00 a school and costs would be reduced as more schools participated. A KWOC listing of all audio visual software in the Colo/Windsor Joint Library Service, the participating schools and the Hawkesbury College of Advanced Education should be produced and updated at least twice a year.

Co-ordination

The network will need to have an individual responsible for the co-ordination and promotion of the network if it is to succeed. This responsibility cannot be left to a volunteer and the individual responsible for this network needs to have this responsibility as a part of their normal job. Requests for inter-library loans of materials need to be made to a central location and the individual at that central location will be responsible for locating the material needed and for arranging the delivery of the material. This individual will also need to promote use of the network and serve as the administrator of the system.

A member of the public library staff should be appointed as co-ordinator of the network. This responsibility could be part of the total job responsibility of either a reference librarian or a children's librarian.

Courier Service

A major factor in the failure of some resource sharing schemes has been the difficulty of transferring items from one institution to another. Many systems rely on volunteers to carry the items or expect the users to visit the host library to borrow a needed item. In areas such as Colo/Windsor where schools are great distances from each other, a transportation system needs to be established or the system will be under-utilized. In fact, a number of librarians and administrators indicated that the 1977 Union List was not widely used because of the difficulty of getting a desired item from one school to another.

The Colo/Windsor Joint Library Service needs to acquire a van and to

librarians to identify specific subjects that are needed for bulk loans. The joint library service should purchase sufficient number of items at a juvenile level in these areas so that bulk loans can be provided to schools.

Reference Collections

All of the high school librarians surveyed indicaded that a central reference collection was a high priority. Many of the primary schools indicated that they felt that a central reference collection would also be very useful. There is a need to rationalize the reference collection of the participating institutions and a Union List of reference materials held in the various libraries would aid in this.

The reference collection at Windsor Library needs to be upgraded and this collection could then serve as the central reference collection for the area. Telephone reference service should be available and photocopies of relevant information should be made available by the public library. Costs for the photocopies would be met by the receiving institution.

Periodicals

A survey of the periodical holdings of the various institutions needs to be carried out and a Union List of periodical holdings should be established. This could be a title and subject index and could be computer produced. The Manly-Warringah Secondary Librarians have found such a list quite valuable. The public library should take the responsibility

use this to provide a regular courier service between the institutions in the network. This van could also be used to provide other library services such as services to the housebound.

Central Collection of Audio Visual Materials

Many non-print items such as some kits, models and realia are very expensive and would be used in an individual school only a limited number of times. The small primary schools would never be able to afford to buy such items and even the larger schools would find it difficult to purchase expensive items. A central collection of audio visual software should be established for use by the schools in the network. Each institution would make an annual contribution to a central fund which would be used to purchase material for a central resource collection. This collection would be housed in Windsor Library and would be in addition to the audio visual collection that is owned and purchased by the library. Materials would be selected for the collection by the librarians of the participating institutions. A selection policy would need to be established for this central collection.

Resource Sharing - Print Materials

Bulk Loans

The primary schools surveyed indicated that they require access to a large backup collection of print materials to supplement their own collections. Access to bulk loans of materials of specific topics is a high priority among primary school librarians and the Colo/Windsor Joint Library Service should hold discussions with the primary school

of maintaining the backruns of periodicals and provide photocopies of periodical articles on request. The public library should also develop a collection of professional periodicals in the fields of education and librarianship.

Selection Aids

School librarians in the Colo/Windsor area have little access to selection aids and most purchases are made from visits to local bookshops or from publishers' and booksellers' advertisements. The public library should make its collection of selection aids available to school librarians and book reviewing journals should be circulated among the school librarians.

Many of the smaller schools are not visited by book salesmen and the librarians find it difficult to get to book wholesalers or bookshops to look at library material. The public library should organize a materials selection centre once a year in which publishers and book wholesalers are invited to display materials available for purchase.

Co-operative Acquisitions

Co-operative acquisitions schemes in which a number of libraries pool their orders and order from the same supplier at the same time can lead to better discounts or in the case of overseas publications, make it possible to purchase the material at the overseas price which is often lower than the Australian price. Many overseas suppliers also supply

books fully categorized and processed. Some overseas suppliers will supply books post or freight free if sufficient quantities are ordered at the same time and forwarded to the same address in Australia.

However, the schools in the Colo/Windsor area have small budgets and they tend to order throughout the year which means that the costs of establishing a co-operative acquisitions scheme might well exceed the benefits. A co-operative scheme, which included getting books fully processed, of overseas book orders should be investigated. The Colo/Windsor Joint Library Service should initiate a meeting of interested librarians to discuss such a scheme.

Co-operative Cataloguing and Classifying

A co-operative cataloguing system was favoured by fourteen schools in the area while nine schools felt that such a service was not needed. The smaller schools tended to be opposed to a co-operative cataloguing system. In a survey for the Schools Commission, Down and Young found that 76.9% of the stock of school libraries was duplicated. It seems uneconomical for schools to individually catalogue the same items that are being catalogued by other schools. An item really should be only catalogued once.

The Schools Commission has established the Australian School Cataloguing Information Service (ASCIS) to provide a centralized cataloguing service to schools. There is not yet direct service to New South Wales schools but, according to the Head, School Library Services negotiations are being held with ASCIS about providing such a service. The New South

Wales School Library Service hopes to provide a card service to schools, where schools will request sets of catalogue cards for books in their collection.

There should not be any attempts to establish a local co-operative cataloguing system until a decision is made on the role that ASCIS will play in cataloguing in New South Wales. The Colo/Windsor librarians should contact the Director General of Education in New South Wales and make him aware of the importance that a centralized cataloguing system would have on school library development. If no decision has been received on providing a cataloguing service for New South Wales school libraries by late 1980, the Colo/Windsor library network should contact the Australian School Cataloguing Information Service to see if they would be willing to sell a microfiche copy of their catalogue to the group. This copy of the catalogue could serve as a cataloguing information base and could be located in a central spot or rotated among schools. A portable microfiche reader would need to be purchased. This could be done co-operatively by the participating libraries.

The public library staff should visit schools in the area to talk about public library service and to hold special library related activities in the schools such as story hours, film sessions or puppetry. This would help students to become aware of the public library service and to see it as a library service that will compliment the school library programmes.

RECOMMENDATIONS

I. A network of school, public and college of advanced education libraries in the Colo/Windsor area should be established.

II. Participation in the network should be voluntary.

III. Institutions choosing to enter the network should enter into a formal agreement.

IV. A resource sharing scheme should be established by the network, priority in this should be given to the sharing of audio visual resources.

V. A KWOC Union List of audio visual resources should be produced.

VI. A co-ordinator for the network be appointed, this person could be a reference or children's librarian on the Colo/Windsor Joint Library Service.

VII. A courier service be established by the Colo/Windsor Joint Library.

VIII. A central collection of audio visual materials be established at the Windsor Municipal Library, the cost of this collection to be shared by the participating libraries.

IX. The Colo/Windsor Joint Library Service collect sufficient juvenile materials to provide bulk loans to schools.

X. A central reference collection should be established at Windsor Municipal Library. Telephone reference service and photocopying of relevant material should be available to participating libraries. The costs of photocopies to be met by the receiving library.

XI. A Union List of reference material in the Colo/Windsor libraries be produced.

XII. A Union List of periodicals should be produced.

XIII. The Colo/Windsor Joint Library Service should develop a collection of professional periodicals in education and librarianship.

XIV. The Joint Library Service should circulate its selection aids to school libraries.

XV. An annual materials selection centre should be established.

XVI. The Colo/Windsor Joint Library Service should call a meeting of interested librarians to investigate the possibility of co-operative acquisitions.

XVII. The Colo/Windsor librarians should contact the Director General of Education to let him know of the importance that a centralized cataloguing system would have for school libraries.

XVIII. The Australian School Cataloguing Information Service should be contacted to see if they will sell copies of their catalogue to the Colo/Windsor library network if a State-wide cataloguing service is not established by late 1980.

XIX. Staff members of the Colo/Windsor Joint Library Service should make regular visits to schools.

DRAFT TIMETABLE

July 1980

- Colo/Windsor Joint Library Service to circulate selection aids to school libraries.
- Meeting of school principals, teacher-librarians, Hawkesbury College of Advanced Education staff and Colo/Windsor Joint Library Service staff to discuss forming a Resource Sharing Network.
- Form the Resource Sharing Network.
- Appoint a professional librarian to the Colo/Windsor Joint Library Service who will have as part of their duties the co-ordination and promotion of a resource sharing network.
- Hold discussions between the Principals of Richmond North Public School and Wilberforce Public School and representatives of the Colo/Windsor Joint Library Service about establishing a public library service point in these schools.
- Network to contact Director General of Education about a centralized cataloguing service for school libraries.

August 1980

- Institutions participating in Network to list all audio visual holdings and periodical holdings for a Union List.
- Network co-ordinator to meet with school librarians to determine priority areas for bulk loans.

September 1980
- K.W.O.C. Union List of audio visual and periodical holdings produced.
- Copies of the Union List distributed to schools.
- Courier service begins.
- Resource Sharing Network starts operation.
- Colo/Windsor Joint Library Service to begin collecting juvenile print materials and non-print materials to provide bulk loans to schools.

October 1980
- Box Library Service in conjunction with the Colo/Wilderness Society Mobile Resource Centre begins.
- Telephone reference service and telephone request service begins at Windsor Municipal Library.
  A Reference Librarian and a Children's Librarian should be on the staff of the Colo/Windsor Joint Library Service at this time.
- Design a collection development policy for a central audio visual collection.

November 1980
- School libraries to present library budgets for 1981. These budgets should include an amount to be spent on a Central Audio Visual Collection for the Network.
- Contact Australian School Cataloguing Information Service about getting copies of their microfiche catalogue if no state-wide cataloguing system is to be implemented.

December 1980

- A training course for those teacher librarians with no library qualifications should be conducted. This could be at the end of the school year or over the long vacation.

February 1981

- Establish Central Collection of Audio Visual Materials at Windsor Municipal Library.
- Update K.W.O.C. Union List.
- Open library service points in Colo Shire in co-operation with school libraries.
- Begin co-operative cataloguing based on Australian School Cataloguing Information Service if no state-wide cataloguing system is in existence.
- A display of resource material that would be suitable for purchase by school libraries should be held.

ADMINISTRATIVE AND FINANCIAL STRUCTURE

The Colo/Windsor Resource Sharing Network should be under the control of a Management Committee which will consist of one representative of each institution participating in the Network plus a representative of Windsor Municipality and a representative of Colo Shire. The Committee will determine policy for the Network and all decisions will be by a simple majority. The Management Committee shall meet at least once each term and shall elect an executive consisting of a chairperson, deputy chairperson, secretary and treasurer. There should be at least one representative from schools and one representative from local government on the Committee.

A professional librarian attached to the Colo/Windsor Joint Library Service will be responsible for the co-ordination and promotion of the Network and will spend 25% of their job time on Network matters. A courier employed by the Colo/Windsor Joint Library Service will be appointed. Both the librarian and the courier will be responsible to the Chief Librarian of the Colo/Windsor Joint Library Service.

Membership in the Network will be open to any library or school in the Colo/Windsor area who wishes to join and signs an agreement to participate in the Network.

The Colo/Windsor Joint Library Service would provide the funds for the courier service and for the salary of the Network co-ordinator. Each participating library would make an annual contribution to the

Network for the purchase of resource material that will be owned by the Network and housed at the Windsor Municipal Library. The amount to be contributed would be determined annually by the Management Committee and would follow a per capita basis formula.

COLO/WINDSOR RESOURCE SHARING NETWORK AGREEMENT

I. A Management Committee consisting of one representative of each participating institution plus a representative of Windsor Municipality and a representative of Colo Shire shall determine policy for the Network. All decisions will be by a simple majority.

II. The Network is formed to enable participating institutions to share resources through inter-library loans, central collections of material owned by the Network, rotilization of purchases and other means as determined by the Management Committee.

III. Each participating institution agrees to provide necessary bibliographic information on its resources that is needed for any Union Catalogue that the Network produces.

IV. Each participating institution agrees to make its resources available to any other participating institution following guidelines developed by the Management Committee.

V. Each participating institution agrees to make an annual contribution to the Network for the purchase of materials to be owned by the Network. The amount of this contribution will be determined by the Management Committee on a per capita basis.

VI. The Management Committee will decide which materials shall be acquired for the Central Collection.

VII. In the case of loss or damage of an item, total responsibility for replacement or repair falls on the borrower through the borrowing library.

VIII. Each participating institution agrees to follow the rule and regulations that are developed by the Management Committee.

IX. An institution may leave the Network at any time but must give at least six months notice of their intention to leave.

By signing this the member institution hereby agrees, on its own behalf and on behalf of the Library operated under its control to be bound by the regulations set out in the above agreement and hereby agrees to make payments by way of contributions required by its member library as determined by the Management Committee.

DRAFT AGREEMENT BETWEEN
PARTICIPATING AUTHORITIES OF A JOINT-USE LIBRARY

(NAME) COMMUNITY SCHOOL LIBRARY AGREEMENT

Agreement between the (Name) School, the Education Department of New South Wales, the (Name of local government) Council, and the Colo/Windsor Joint Library Service.

1. OWNERSHIP OF THE BUILDING

1.1 The Education Department shall be recognised as the owner of the building and contents apart from the bookstock contributed by the Colo/Windsor Joint Library Service.

2. CONTRIBUTION BY THE (NAME) COUNCIL (New facilities only)

The (Name) Council shall agree to contribute (amount) dollars towards the construction of a joint Municipal School Library at the (Name) School, subject to the following conditions regarding capital cost, ownership, and maintenance of the building and equipment.

3. CONSTRUCTION OF BUILDING AND PURCHASE OF EQUIPMENT

3.1 INITIAL DEVELOPMENT: The Education Department shall plan, build and equip a joint Municipal School Library at the (Name) School. (New facilities only).

3.2 FUTURE DEVELOPMENT: The Education Department shall be responsible for any additional buildings associated with the joint Municipal School Library and equipment, furniture and fittings required from time to time, except where such equipment, furniture and fittings is solely required for Community use in which case the Colo/Windsor Joint Library Service would be responsible.

4. MAINTENANCE OF BUILDING AND EQUIPMENT

4.1 All domestic charges such as those associated with electricity, heating and cleaning shall be the responsibility of the (Name) School.

4.2 All furniture, fittings and equipment shall be maintained to a reasonable standard as agreed upon by the Public Librarian and the Principal of the (Name) School, the cost of such maintenance to be paid for by the Education Department.

4.3 A telephone shall be provided in the Joint Library and such telephone shall be provided with lock and key and serviced by the Colo/ Windsor Joint Library Service.

4.4 Cleaning of the building will be arranged by the Education Department, and the cost of such cleaning shall be met by the Education Department, other than during the annual long vacation during which time the Colo/Windsor Joint Library Service will be responsible for cleaning the library area.

5. ADMINISTRATION OF THE LIBRARY

5.1 The Colo/Windsor Joint Librarian is responsible for the organisation of the service, routine administration and efficient running of the library as far as provision of public library facilities is concerned. The (Name) School Librarian is responsible for the provision of school library services.

5.2 Administration of staff employed by the Colo/Windsor Library Service shall be in the concern of the Public Librarian. Administration of staff employed by the Education Department shall be in the first instance the concern of the Primcipal of the (Name) School and then of the Education Department.

5.3 There shall be formed a Management Committee for the joint Municipal School Library at the (Name) School subject to the matters of policy set out in Section 6 hereunder. The Management Committee shall be empowered to make policies on any matter affecting the joint Municipal School Library.

5.4 The Management Committee shall consist of:

Two Councillors who are members of the Colo/Windsor Joint Library Committee;

The Clerk of (Name of local government) ;
The Librarian of the Colo/Windsor Joint Library Service;
The Librarian of the (Name) School;
The Principal of the (Name) School;
The Supervisor of School Libraries of the Education Department, or his representative.

5.5 The Advisory Committee shall meet at least once a year to consider the operation of the Joint Municipal School Library at the (Name) School.

5.6 The first meeting of the Advisory Committee shall be convened by the (Name of local government) Clerk after consultation with the Principal of the (Name) School, and at this meeting a Chairman of the Committee shall be elected.

5.7 It shall be the responsibility of the Management Committee to evaluate the operation of the Joint Municipal School Library after the first twelve months of operation and submit a report thereon to the Council of (Name) , the Colo/Windsor Joint Library Service and the Education Department.

5.8 In the event of a disagreement between the (Name) Public Librarian and the (Name) School Librarian over matters of policy or any other matter which would affect both librarians not being resolved by discussion between them the Principal shall consult with the Librarian of the Colo/Windsor Joint Library Service and shall if necessary refer the matter to the Management Committee.

6. MATTERS OF POLICY REGARDING OPERATION AND ADMINISTRATION OF THE JOINT MUNICIPAL SCHOOL LIBRARY

6.1 Library Resources:

6.1.1 Individual resources will be integrated, where feasible, on the understanding that ownership of all resources will be clearly indicated. Nevertheless, at times, Education Department resources may be specifically reserved for (Name) School students and teaching staff and shall be separated from resources available to the public borrowing from time to time at the discretion and determination of the (Name) School Librarian, and/or the Principal of the (Name) School. At no time will reserved Education Department resources constitute a significant proportion of the total stock of the library.

6.1.2 Ordering of bookstocks and other materials. The (Name) School Librarian shall consult with the Public Librarian prior to the ordering of resources to avoid duplication of purchases and to encourage a balance of resources available in the Library. The Colo/Windsor Joint Librarian shall be responsible for the purchase of all Public resources.

6.1.3 A member of the staff of the (Name) School will be in charge of the audio visual services owned by the Education Department. These services will be made available to the public.

6.1.4 It shall be the responsibility of the Colo/Windsor Joint Library Service to maintain adequate insurance on material owned by the Joint Library Service.

6.2 Staffing:

6.2.1 The Colo/Windsor Joint Library Service and the Education Department shall between them provide the staff necessary for the efficient operation of the Joint Municipal School Library at the (Name) School, the provision of staff for the public service to be the responsibility of the Colo/Windsor Joint Library Service and the provision of staff for the school service to be the responsibility of the Education Department.

6.2.2 The library shall be generally accessible to the Public Librarian at any time during the school week, and at all times when the library is operating as a municipal library.

6.3 Hours of Operation:

6.3.1 The hours of operation shall be as determined by the Management Committee.

6.3.2 School children from schools other than the (Name of host school) School shall be admitted to the Library on the same terms and conditions as the general public. Admission will include class visits.

6.3.3 During the school holiday periods the Library shall be open for such times as determined by the Colo/Windsor Joint Library Service.

7. TERMINATION OF AGREEMENT

7.1 DISSOLUTION: This Agreement shall continue in force until such date as is agreed upon by the participating authorities which are signatories PROVIDED THAT a participating authority may withdraw from the Agreement at any time but not sooner than nine months following receipt by the other participating authorities of notice in writing as to termination from that participating authority.

7.2 APPORTIONMENT OF ASSETS ON DISSOLUTION: If this Agreement is terminated the Management Committee shall apportion the assets of the Library including materials and equipment among the (Name) School, and the Colo/Windsor Joint Library Service with respect to their contributions to the library calculated so as to include the initial contribution to the capital cost of the library by the local government and respective contributions to materials and equipment made by the participating authorities from the date they became parties to this Agreement.

SIGNED FOR AND ON BEHALF OF THE

(Name) SCHOOL

..... DESIGNATION .....

DATED .....

SIGNED FOR AND ON BEHALF OF THE EDUCATION DEPARTMENT OF NEW SOUTH WALES

..... DESIGNATION .....

DATED .....

SIGNED FOR AND ON BEHALF OF THE (Named local Government) .....

DESIGNATION .....

DATED .....

SIGNED FOR AND ON BEHALF OF THE COLO/WINDSOR LIBRARY SERVICE

..... DESIGNATION .....

DATED .....

This Agreement is based on a proforma agreement on joint-use libraries developed in Victoria by the Interdepartment Committee On Joint Use Libraries.

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APPENDIX A

LISTS OF SCHOOLS

WITH LIBRARIES IN COLO SHIRE

1. NAME OF LIBRARY Colo High School

2. ADDRESS William Street, North Richmond, 2754. PHONE NO. 73-2011 (outside line)

3. NUMBER OF PUPILS 625

4. LIBRARIAN Ms. Irene Evans LIBRARY QUALIFICATIONS Graduate Diploma in Teacher Librarianship

5. OTHER LIBRARY STAFF 1 Full time clerical assistant; 1 Part time clerical assistant.

6. HOURS OF OPENING Monday-Friday 8.30 a.m. - 4.00 p.m. Closed Recess.

7. SIZE OF COLLECTION

Fiction 1,250 Non-Fiction 3,750 Periodicals 50 titles

Audio-Visual

(A) Equipment

2 Recorders	3 Televisions	4 Filmstrip projectors
1 Carousel slide proj.	6 Cassette recorders	6 Players
1 Pentax camera	1 Polaroid camera	1 Super 8 projector
1 Group listening post	13 overhead projectors (in school)	1 overhead projector (in library)
1 Sony cassette recorder with 2 speakers	1 3 in 1 record player with radio	

(B) Software

Filmstrips	Slides	Audiotapes 30 (cassettes)
Videotapes 66	Phono.Records	Pictures/Posters
Kits Geog. Hist.& Science	8 mm. Films	Other

(C) Special Collections (Periodicals - see above)

8. HOW IS COLLECTION ORGANIZED Sears Dewey Decimal Classification

9. SIZE OF LIBRARY Large demountable. Seats 65.

10. BUDGET A. Amount - $10,000. (establishment grant) B. Sources - P&C Funds & Govt. grant.

11. EXISTING CO-OPERATIVE ARRANGEMENTS 1. Informal exchange of resources with local schools. 2) Co-operative ownership of A/V hardware (laminating machine and punching machine for binding).

1. NAME OF LIBRARY Comleroy Road Public School

2. ADDRESS Comleroy Road, Kurrajong, 2758. PHONE NO. 73-1649

3. NUMBER OF PUPILS 79

4. LIBRARIAN Ms. C.A. Walsh LIBRARY QUALIFICATIONS -

5. OTHER LIBRARY STAFF -

6. HOURS OF OPENING Tuesdays only 9.00 a.m. - 3.00 p.m.

7. SIZE OF COLLECTION

Fiction 1,020 vols. Non-Fiction 680 vols. Periodicals -

Audio-Visual

(A) Equipment

1 16mm. auto Eiki projector	2 overhead projectors	1 video (B/W) (tapes)
2 Hanimex film strip proj.	2 tape recorders	4 cassette recorders
1 Phillips combination wireless cassette turntable		

(B) Software

Filmstrips	Slides	Audiotapes
Videotapes 216	Phono. Records	Pictures/Posters
Kits	8 mm. Films	Other 4 boxes cassettes

(C) Special Collections -

8. HOW IS COLLECTION ORGANIZED Sears and Dewey

9. SIZE OF LIBRARY 6 module demountable library. Seats 28 (14m. x 7m.)

10. BUDGET A. Amount - $350. B. Sources - P & C.

11. EXISTING CO-OPERATIVE ARRANGEMENTS -

1. NAME OF LIBRARY Ebenezer Public School

2. ADDRESS Sackville Road, Ebenezer. PHONE NO. 79-9282

3. NUMBER OF PUPILS 105

4. LIBRARIAN Ms. L. Harrison LIBRARY QUALIFICATIONS -

5. OTHER LIBRARY STAFF 1 Part time clerical assistant.

6. HOURS OF OPENING Wednesdays only 9.00 a.m. - 3.00 p.m.

7. SIZE OF COLLECTION

Fiction 1,200 vols. Non-Fiction 600 vols Periodicals

Audio-Visual

(A) Equipment

1 overhead projector	1 vidoe recorder	2 film strip projectors

(B) Software

Filmstrips 100	Slides	Audiotapes
Videotapes 20 approx.	Phono.Records	Pictures/Posters
Kits 40 (Dept. Ed.)	8 mm. Films	Other Assorted no. of films

(C) Special Collections Good local history collection.

8. HOW IS COLLECTION ORGANIZED Dewey Decimal & Sears Subject Headings

9. SIZE OF LIBRARY 14.6 m. x 7.3 m. Seats 32.

10. BUDGET A. Amount - $800. B. Sources - School funds and P & C

11. EXISTING CO-OPERATIVE ARRANGEMENTS -

1. NAME OF LIBRARY Freeman's Reach Public School

2. ADDRESS Gorricks Lane, Freemans Reach, 2756. PHONE NO. 79-6146

3. NUMBER OF PUPILS 176

4. LIBRARIAN Mrs. M.J. Hart LIBRARY QUALIFICATIONS School Library Service Short course

5. OTHER LIBRARY STAFF 1 Part time clerical assistant.

6. HOURS OF OPENING Tuesday and Thursday 9.00 a.m. - 3.00 p.m.

7. SIZE OF COLLECTION

Fiction 2,000 vols. Non-Fiction 2,000 vols. Periodicals -

Audio-Visual

(A) Equipment

1 16mm. film strip proj.	3 listening sets	2 film strip projectors
26" television b/w video recorder		

(B) Software

Filmstrips 150	Slides	Audiotapes 70 (cassettes)
Videotapes	Phono.Records	Pictures/Posters
Kits 20 (Dept. of Educ.) + 25 kits - Qantas	8 mm. Films	Other

(C) Special Collections 800 pictures

8. HOW IS COLLECTION ORGANIZED Dewey and Sears

9. SIZE OF LIBRARY 15m. x 7m. Seating capacity - 32.

10. BUDGET A. Amount - $500. for 1979. 1980 budget increased. B. Sources - Government per capita grant and School Funds and P & C.

11. EXISTING CO-OPERATIVE ARRANGEMENTS -

1. NAME OF LIBRARY Glossodia Public School

2. ADDRESS Creek Ridge Road, Glossodia, 2756. PHONE NO. 79-6023 (not in library)

3. NUMBER OF PUPILS 232

4. LIBRARIAN Mrs. N.B. Ward LIBRARY QUALIFICATIONS School Library Service Short course

5. OTHER LIBRARY STAFF 1 Part time clerical aide (Tuesdays).

6. HOURS OF OPENING Tuesdays, Wednesdays 9.00 a.m. - 3.30 p.m.

7. SIZE OF COLLECTION

Fiction 1,250 vols. Non-Fiction 1,250 vols. Periodicals -

Audio-Visual

(A) Equipment

1 16mm. projector

1 Hanimex Syllabus Slide and filmstrip projector

(B) Software

Filmstrips Slides Audiotapes 100 (cassettes)

Videotapes Phono.Records Pictures/Posters

Kits 8 mm. Films Other

(C) Special Collections -

8. HOW IS COLLECTION ORGANIZED Dewey and Sears

9. SIZE OF LIBRARY 14.6 m. x 7.3 m. Seating capacity 32.

10. BUDGET A. Amount - $1,000. per annum. B. Sources - P & C.

11. EXISTING CO-OPERATIVE ARRANGEMENTS -

1. NAME OF LIBRARY Grose View Public School

2. ADDRESS Grose Wold Road, Grose Vale, 2753. PHONE NO. 72-1386

3. NUMBER OF PUPILS 181

4. LIBRARIAN Mrs. N.B. Ward LIBRARY QUALIFICATIONS School Library Service Short course

5. OTHER LIBRARY STAFF 1 Library Aide (Thursdays)

6. HOURS OF OPENING Thursdays and Fridays 8.45 a.m. - 3.10 p.m.

7. SIZE OF COLLECTION

Fiction 1,250 vols. Non-Fiction 1,250 vols. Periodicals -

Audio-Visual

(A) Equipment

1 16mm. film projector	1 slide projector	1 cassette recorder
1 video reel to reel cassette		

(B) Software

Filmstrips Dept. of Educ. filmstrips Slides Audiotapes 5 (cassettes)

Videotapes Phono.Records 10 Pictures/Posters

Kits 40 8 mm. Films Other 12 sets encyclopedias

(C) Special Collections Good poster collection.

8. HOW IS COLLECTION ORGANIZED Dewey and Sears

9. SIZE OF LIBRARY 11.5 m. x 7.2 m. Seats 32.

10. BUDGET A. Amount - $500. per annum. B. Sources - P & C.

11. EXISTING CO-OPERATIVE ARRANGEMENTS -

1. NAME OF LIBRARY Kurmond Public School

2. ADDRESS Bells Line of Road, Kurmond PHONE NO. 73-1648

3. NUMBER OF PUPILS 111

4. LIBRARIAN Ms. C. Plancks LIBRARY QUALIFICATIONS School Library Services Short course

5. OTHER LIBRARY STAFF -

6. HOURS OF OPENING Friday 9.15 a.m. - 3.15 p.m. Closed Recess. Closed lunch 12.45-1.15

7. SIZE OF COLLECTION

Fiction 400 Non-Fiction 300 Periodicals -

Audio-Visual

(A) Equipment (None held in library)

(B) Software (None)

Filmstrips _____ Slides _____ Audiotapes _____

Videotapes _____ Phono.Records _____ Pictures/Posters _____

Kits _____ 8 mm. Films _____ Other _____

(C) Special Collections -

8. HOW IS COLLECTION ORGANIZED Dewey and Sears

9. SIZE OF LIBRARY Very small area. No. of seats - 16.

10. BUDGET A. Amount - $550. B. Sources - P & C.

11. EXISTING CO-OPERATIVE ARRANGEMENTS -

1. NAME OF LIBRARY Kurrajong Public School

2. ADDRESS Grose Vale Road, Kurrajong 2758. PHONE NO. 73-1647

3. NUMBER OF PUPILS 187

4. LIBRARIAN Mrs. M. Terry LIBRARY QUALIFICATIONS -

5. OTHER LIBRARY STAFF 1 Part time clerical assistant

6. HOURS OF OPENING Wednesdays, Thursdays 9.00 a.m. - 3.00 p.m.

7. SIZE OF COLLECTION

Fiction 1,600 Non-Fiction 1,200 Periodicals

Audio-Visual

(A) Equipment

1 16mm. film projector	2 overhead projectors	2 slide film projectors
4 radio cassette recorders	2 tape recorders	1 reel to reel recorder
3 TV (2 colour, 1 b/w)	1 listening post	1 Ektagraph
1 photocopier		

(B) Software

Filmstrips	Slides	Audiotapes 20 cassettes
Videotapes	Phono.Records	Pictures/Posters
Kits	8 mm. Films	Other

(C) Special Collections -

8. HOW IS COLLECTION ORGANIZED Sears and Dewey

9. SIZE OF LIBRARY 6 module demountable - 11m. x 7 m.

10. BUDGET A. Amount - $1,500. B. Sources - P & C and donations.

11. EXISTING CO-OPERATIVE ARRANGEMENTS On informal basis with Kurmond Public School, Comleroy Road Public School and Grose View Public School.

1. NAME OF LIBRARY Kurrajong East Public School

2. ADDRESS East Kurrajong, 2758. PHONE NO. 79-2210

3. NUMBER OF PUPILS 78

4. LIBRARIAN Ms. S. Simmons LIBRARY QUALIFICATIONS Library Services Cert.

5. OTHER LIBRARY STAFF -

6. HOURS OF OPENING Thursdays 9.00 a.m. - 3.00 p.m.

7. SIZE OF COLLECTION

Fiction 300 Junior 400 Senior Non-Fiction 400 vols. Periodicals -

Audio-Visual

(A) Equipment

2 overhead projectors	1 filmstrip projector	1 16mm. automatic projector
2 cassette players		

(B) Software

Filmstrips	Slides	Audiotapes 15 (cassette)
Videotapes	Phono. Records	Pictures/Posters
Kits 1 'Stimulus' kit - Jacaranda	8 mm. Films	Other Small picture collection (15)

(C) Special Collections -

8. HOW IS COLLECTION ORGANIZED Dewey and Sears

9. SIZE OF LIBRARY 6m. x 4m. Seats 30.

10. BUDGET A. Amount - $550. B. Sources - Government plus donations and P & C.

11. EXISTING CO-OPERATIVE ARRANGEMENTS -

1. NAME OF LIBRARY Richmond North Public School

2. ADDRESS Grose Vale Road, North Richmond, 2754. PHONE NO. 73-1542

3. NUMBER OF PUPILS 541

4. LIBRARIAN Mrs. S. Owens LIBRARY QUALIFICATIONS A.L.A.A.

5. OTHER LIBRARY STAFF 1 Clerical assistant, part time and 1 voluntary assistant - part time.

6. HOURS OF OPENING Monday - Friday 9.00a.m. - 3.30 p.m.

7. SIZE OF COLLECTION

Fiction 1,700 Non-Fiction 3,200 Periodicals -

Audio-Visual

(A) Equipment

1 Overhead projector	1 Filmstrip projector	Cassette recorders

(B) Software

Filmstrips 208 Slides 14 sets Audiotapes 123 cassettes

Videotapes Phono.Records Pictures/Posters 55 pictures + 500 indiv. pictures & char

Kits 12 multi media kits + 2 kits o/h transparencies 8 mm. Films Other

(C) Special Collections Good collection of easy readers. Periodical collection will be developed. Good collection encyclopedias.

8. HOW IS COLLECTION ORGANIZED Dewey and Sears

9. SIZE OF LIBRARY 19.7 m. x 7.5 m. Seats 36.

10. BUDGET A. Amount - $1,800. B. Sources - P & C

11. EXISTING CO-OPERATIVE ARRANGEMENTS Informal loans arrangement with other schools.

1. NAME OF LIBRARY Wilberforce Public School

2. ADDRESS George Street, Wilberforce. PHONE NO. 75-1424

3. NUMBER OF PUPILS 220

4. LIBRARIAN Mrs. M. Doran LIBRARY QUALIFICATIONS -

5. OTHER LIBRARY STAFF 1 Part time Library Aide

6. HOURS OF OPENING Monday and Friday 9.00 a.m. - 3.30 p.m. Closed Recess.

7. SIZE OF COLLECTION

Fiction 1,030 Non-Fiction 1,000 Periodicals -

Audio-Visual

(A) Equipment

1 overhead projector	1 film projector	1 slide projector

(B) Software

Filmstrips	Slides	Audiotapes 20 cassettes
Videotapes	Phono.Records 20 LPs	Pictures/Posters
Kits	8 mm. Films	Other

(C) Special Collections -

8. HOW IS COLLECTION ORGANIZED Sears and Dewey

9. SIZE OF LIBRARY Seats 35.

10. BUDGET A. Amount - $1,000. B. Sources - P & C

11. EXISTING CO-OPERATIVE ARRANGEMENTS -

APPENDIX B

LISTS OF SCHOOLS

WITH LIBRARIES IN WINDSOR MUNICIPALITY

1. NAME OF LIBRARY Cattai Public School

2. ADDRESS Cattai Creek, via Pitt Town, 2756 PHONE NO. 72-8445

3. NUMBER OF PUPILS 78

4. LIBRARIAN Mrs. M. Doran LIBRARY QUALIFICATIONS

5. OTHER LIBRARY STAFF -

6. HOURS OF OPENING Tuesdays 9.00 a.m. - 3.00 p.m.

7. SIZE OF COLLECTION

Fiction 1,100 vols Non-Fiction 400 vols Periodicals

Audio-Visual

(A) Equipment

1 video cassette recorder	1 overhead projector	1 slide projector
1 tape recorder	1 camera	

(B) Software

Filmstrips	Slides	Audiotapes 20 (cassettes)
Videotapes	Phono.Records	Pictures/Posters
Kits 5	8 mm. Films 5	Other

(C) Special Collections -

8. HOW IS COLLECTION ORGANIZED Dewey and Sears

9. SIZE OF LIBRARY 8m. x 10m. (converted basement) - seating capacity 28

10. BUDGET A. Amount - $400. B. Sources - P. & C.

11. EXISTING CO-OPERATIVE ARRANGEMENTS Bookmobile, Baulkham Hills; Box Library, Hornsby.

1. NAME OF LIBRARY Hawkesbury Agricultural College

2. ADDRESS Richmond PHONE NO. 70-1333

3. NUMBER OF PUPILS

4. LIBRARIAN Miss J.R. Cuskey, Head. LIBRARY QUALIFICATIONS B.Ec.(Syd.) A.L.A.A.

5. OTHER LIBRARY STAFF 15

6. HOURS OF OPENING Mon. to Thursday 8.30 a.m. - 10.00 p.m. Fridays 8.30a.m.-6.00pm.. Sundays 1.30 p.m. - 5.30 p.m.

7. SIZE OF COLLECTION - See over.

Fiction Non-Fiction Periodicals

Audio-Visual - See over.

(A) Equipment

(B) Software - See over.

Filmstrips Slides Audiotapes

Videotapes Phono.Records Pictures/Posters

Kits 8 mm. Films Other

(C) Special Collections Potts Collection + Local history; Local Maps, Crafts.

8. HOW IS COLLECTION ORGANIZED Dewey and L.C. Subject Headings.

9. SIZE OF LIBRARY Resources Centre Bldg. 1793m.^{2} Seating capacities 200 places.

10. BUDGET A. Amount - $70,000. B. Sources - Higher Education Board.

11. EXISTING CO-OPERATIVE ARRANGEMENTS CLANN.

See over /

HAWKESBURY AGRICULTURAL COLLEGE

3. Miss J.R. Cuskey (Head of Resources Centre) B.Ec.,(Syd.), A.L.A.A.

4. I. Mr. D. Potter (O/C Library Services) Sr. Librn. II
A.R.M.I.T., B.Sc. Eng. (N.S.W.) M.I.E. Aust.

Mr. E.J. Dean, (User Services Librarian) Librn.
B.A. (Qld.), Dip.Lib. (N.S.W.) A.L.A.A.

Miss S. Bowen, (Circulation Librarian) L.O. II
B.A. (Lib. Sc.), A.L.A.A.

plus 1 Library Officer I

3½ Clerical Assistants

1 Typist

II. Mr. W. Crossan (O/C A.V. Services) B.A. (Macq.)

Mr. S. Allan, A.I.E.A. (Electr.)

Mr. R. Wakeford, M.I.A.P. (Photogr.)

Mr. G. Sharpe, (Graphic Artist)

plus ½ Clerical Assistant

6. A.V. Equipment. The aim is to develop a production facility for use of staff and students, both in the laboratory and the Resources Centre, to develop learning packages and to help staff and students to prepare their own material. Equipment towards these ends is being acquired gradually as funds permit.

Software as yet is only minimal.

C. Special Collections. "Potts Collection" derived from early library stock, the personal library of a former principal Mr. Potts and current purchases to build a collection specialising in the history of agriculture with special reference to Australia.

9. Budget. A. 1980 $70,000 for "Books" which includes books, periodicals, AV materials, binding and CLANN processing.

B. Higher Education Board.

1. NAME OF LIBRARY Hobartville Public School

2. ADDRESS Valder Avenue, Richmond 2753 PHONE NO. 78-1110

3. NUMBER OF PUPILS

4. LIBRARIAN Mrs. J. Rawson LIBRARY QUALIFICATIONS School Library Services - Short Course; Sydney Teachers' Coll. Correspondence Library Science Course

5. OTHER LIBRARY STAFF 1 Clerical Assistant - Wednesdays only.

6. HOURS OF OPENING Mondays - Fridays 9.00 a.m. - 3.30 p.m. Closed Recess 11.30 a.m. - 12 noon.

7. SIZE OF COLLECTION

Fiction 2,170 Non-Fiction 3,801 Periodicals

Audio-Visual

(A) Equipment

3 cassette tape recorders; 1 slide projector; 1 video tape recorder

1 small copy recorder

(B) Software

Filmstrips 200 Slides 60 set slides Audiotapes 100 cassettes

Videotapes Phono.Records 75 Pictures/Posters

Kits 8 mm. Films Other 100 OHP transparencies

(C) Special Collections

8. HOW IS COLLECTION ORGANIZED Dewey and Sears

9. SIZE OF LIBRARY Seats 30.

10. BUDGET A. Amount $2,000. B. Source - Fund raising activities such as spelling competitions.

11. EXISTING CO-OPERATIVE ARRANGEMENTS Loans on an informal basis only be arrangement with librarian.

1. NAME OF LIBRARY Maraylya Public School

2. ADDRESS Neich Road, Maraylya, 2765. PHONE NO. 73-6243

3. NUMBER OF PUPILS 156

4. LIBRARIAN Mrs. A. Crowe LIBRARY QUALIFICATIONS School Library Services - Short Course

5. OTHER LIBRARY STAFF 1 Part Time Clerical Assistant

6. HOURS OF OPENING Tuesdays 9.00 a.m. - 3.00 p.m.

7. SIZE OF COLLECTION

Fiction 1,560 vols. Non-Fiction 1,560 vols. Periodicals

Audio-Visual

(A) Equipment

No equipment held in library.

(B) Software

Filmstrips - Slides - Audiotapes -

Videotapes - Phono.Records - Pictures/Posters -

Kits - 8 mm. Films - Other -

(C) Special Collections -

8. HOW IS COLLECTION ORGANIZED Dewey and Sears

9. SIZE OF LIBRARY Small demountable 8m. x 10m. Seats 28.

10. BUDGET A. Amount - $780. B. Sources - P & C.

11. EXISTING CO-OPERATIVE ARRANGEMENTS -

1. NAME OF LIBRARY Oakville Public School

2. ADDRESS Oakville Road, Oakville, via Riverstone 2765 PHONE NO. 72-3142

3. NUMBER OF PUPILS 280

4. LIBRARIAN Ms. B. Williams LIBRARY QUALIFICATIONS Library School Library Services Short course.

5. OTHER LIBRARY STAFF 1 Part Time Clerical Assistant

6. HOURS OF OPENING Monday, Tuesday and Wednesday. Available for phone: 11.30-11.45 a.m (Recess) and 1-2 p.m. (Lunch)

7. SIZE OF COLLECTION

Fiction 1,400 vols. Non-Fiction 1,400 vols. Periodicals

Audio-Visual

(A) Equipment

2 overhead projectors	1 carousel slide projector	1 Television
2 record players	1 listening post	1 3 in 1 player
1 Reel to reel recorder	6 cassette recorders	1 camera

(B) Software

Filmstrips very old b&w filmstrips	Slides -	Audiotapes 8 (cassettes)
Videotapes	Phono.Records -	Pictures/Posters -
Kits 12	8 mm. Films -	Other -

(C) Special Collections -

8. HOW IS COLLECTION ORGANIZED Dewey and Sears

9. SIZE OF LIBRARY No official library building

10. BUDGET A. Amount - $1,500. B. Sources - P & C

11. EXISTING CO-OPERATIVE ARRANGEMENTS -

1. NAME OF LIBRARY Pitt Town Public School

2. ADDRESS Buckingham Street, Pitt Town 2756 PHONE NO. 72-3126

3. NUMBER OF PUPILS 148

4. LIBRARIAN Mrs. M. Doran LIBRARY QUALIFICATIONS -

5. OTHER LIBRARY STAFF 1 Library Aide

6. HOURS OF OPENING Thursdays - 9.00 a.m. - 3.00 p.m.

7. SIZE OF COLLECTION

Fiction 1,750 vols. Non-Fiction 1,250 vols. Periodicals -

Audio-Visual

(A) Equipment

1 overhead projector	1 cassette recorder	1 V.T.R.
1 movie projector	2 radio cassettes	1 radiogram

(B) Software

Filmstrips -	Slides -	Audiotapes 100 cassettes
Videotapes -	Phono. Records -	Pictures/Posters -
Kits 4	8 mm. Films -	Other -

(C) Special Collections -

8. HOW IS COLLECTION ORGANIZED Dewey and Sears

9. SIZE OF LIBRARY 15 ft. x 10 ft.

10. BUDGET A. Amount - $800. B. Source - Per Capita Govt. Grant

11. EXISTING CO-OPERATIVE ARRANGEMENTS -

1. NAME OF LIBRARY Richmond High

2. ADDRESS Lennox Street, Richmond, 2753. PHONE NO. 78-1177 (Phone in library)

3. NUMBER OF PUPILS 996

4. LIBRARIAN Mr. H. Mauritz LIBRARY QUALIFICATIONS School Library Services Short course

5. OTHER LIBRARY STAFF 1 F/T and 1 P/T Clerical Assistant. 1 P/T Aide and 1 P/T Voluntary Helper.

6. HOURS OF OPENING Monday - Friday 8.15 a.m. - 4.00 p.m.

7. SIZE OF COLLECTION

Fiction 5,000 vols. Non-Fiction 9,000 vols. Periodicals

Audio-Visual

(A) Equipment

1 film strip projector	2 carousels for slides	2 16m. movie projectors
1 overhead projector	1 colour television	2 b & w televisions
1 portapak portable camera	1 Ektagraph	8 cassette players/recorders
1 Sony reel to reel tape player		

(B) Software

Filmstrips	Slides	Audiotapes 700 (cassettes)
Videotapes 700 b/w	Phono.Records	Pictures/Posters 1,500
Kits 120	8 mm. Films	Other 400 colour video cassettes

(C) Special Collections -

8. HOW IS COLLECTION ORGANIZED Dewey and Sears

9. SIZE OF LIBRARY 50m^2 Seats 140

10. BUDGET A. Amount - $2,800. B. Sources - P & C

11. EXISTING CO-OPERATIVE ARRANGEMENTS Informal loans with other schools.

1. NAME OF LIBRARY Richmond High

2. ADDRESS Lennox Street, Richmond, 2753. PHONE NO. 78-1177 library) (Phone in

3. NUMBER OF PUPILS 996

4. LIBRARIAN Mr. H. Mauritz LIBRARY QUALIFICATIONS School Library Services Short course

5. OTHER LIBRARY STAFF 1 F/T and 1 P/T Clerical Assistant. 1 P/T Aide and 1 P/T Voluntary Helper.

6. HOURS OF OPENING Monday - Friday 8.15 a.m. - 4.00 p.m.

7. SIZE OF COLLECTION

Fiction 5,000 vols. Non-Fiction 9,000 vols. Periodicals

Audio-Visual

(A) Equipment

1 film strip projector	2 carousels for slides	2 16m. movie projectors
1 overhead projector	1 colour television	2 b & w televisions
1 portapak portable camera	1 Ektagraph	8 cassette players/recorders
1 Sony reel to reel tape player		

(B) Software

Filmstrips	Slides	Audiotapes 700 (cassettes)
Videotapes 700 b/w	Phono.Records	Pictures/Posters 1,500
Kits 120	8 mm. Films	Other 400 colour video cassettes

(C) Special Collections -

8. HOW IS COLLECTION ORGANIZED Dewey and Sears

9. SIZE OF LIBRARY $50m^2$ Seats 140

10. BUDGET A. Amount - $2,800. B. Sources - P & C

11. EXISTING CO-OPERATIVE ARRANGEMENTS Informal loans with other schools.

1. NAME OF LIBRARY Richmond Primary School

2. ADDRESS Windsor Road, Richmond, 2753. PHONE NO. 78-2027

3. NUMBER OF PUPILS 480

4. LIBRARIAN Ms. C. Plancke LIBRARY QUALIFICATIONS School Library Services Short course

5. OTHER LIBRARY STAFF 1 Part Time Clerical Assistant plus other voluntary helpers (parents)

6. HOURS OF OPENING Monday - Thursday 9.15 a.m. - 3.15 p.m. Closed lunch 12.50-1.10 p.m.

7. SIZE OF COLLECTION

Fiction 4,500 Non-Fiction 4,500 Periodicals -

Audio-Visual

(A) Equipment

1 16mm. film projector	1 television	1 Ektagraph
1 radio tape recorder	2 record players	3 overhead projectors and daylight screen
1 slide viewer		

(B) Software

Filmstrips 20 new	Slides 3 boxes	Audiotapes 35 (cassettes)
Videotapes	Phono.Records	Pictures/Posters
Kits 10	8 mm. Films	Other Charts and posters

(C) Special Collections -

8. HOW IS COLLECTION ORGANIZED Dewey and Sears

9. SIZE OF LIBRARY Seats 36

10. BUDGET A. Amount - $500. B. Sources - P & C

11. EXISTING CO-OPERATIVE ARRANGEMENTS -

1. NAME OF LIBRARY St. Matthew's School

2. ADDRESS Tebutt Street, Windsor, 2756. PHONE NO. 77-3463

3. NUMBER OF PUPILS 265

4. LIBRARIAN Mrs. S.M. Moorcroft LIBRARY QUALIFICATIONS -

5. OTHER LIBRARY STAFF -

6. HOURS OF OPENING Fridays only 8.30 a.m. - 3.00 p.m.

7. SIZE OF COLLECTION

Fiction 1,888 Non-Fiction 944 Periodicals 6

Audio-Visual

(A) Equipment

film projector (not held in library)

(B) Software

Filmstrips - Slides - Audiotapes -

Videotapes - Phono.Records - Pictures/Posters -

Kits - 8 mm. Films - Other -

(C) Special Collections -

8. HOW IS COLLECTION ORGANIZED Sears and Dewey

9. SIZE OF LIBRARY Seats 40

10. BUDGET A. Amount - $1,465. B. Sources - Government grant.

11. EXISTING CO-OPERATIVE ARRANGEMENTS -

1. NAME OF LIBRARY St. Monica'a

2. ADDRESS 1A Bourke Street, Richmond, 2753. PHONE NO. 78-1953

3. NUMBER OF PUPILS 340

4. LIBRARIAN Mrs. M. Johnston LIBRARY QUALIFICATIONS -

5. OTHER LIBRARY STAFF Part Time voluntary helpers.

6. HOURS OF OPENING Wednesdays only.

7. SIZE OF COLLECTION

Fiction 1,500 Non-Fiction 930 Periodicals -

Audio-Visual

(A) Equipment - not held in library; stored in staff room.

(B) Software

Filmstrips _____ Slides _____ Audiotapes _____

Videotapes _____ Phono.Records _____ Pictures/Posters _____

Kits _____ 8 mm. Films _____ Other _____

(C) Special Collections -

8. HOW IS COLLECTION ORGANIZED Dewey and Sears

9. SIZE OF LIBRARY 8m. x 10m.

10. BUDGET A. Amount - Not stated. B. Sources - P & C

11. EXISTING CO-OPERATIVE ARRANGEMENTS -

1. NAME OF LIBRARY Windsor High School

2. ADDRESS Windsor & Mulgrave Roads, McGrath's Hill PHONE NO. 77-2344 77-2345

3. NUMBER OF PUPILS 970

4. LIBRARIAN Ms. E. Shedden Ms. K. Christie LIBRARY QUALIFICATIONS B.A. Dip.Ed.(incl. Lib.Methods B.Ed. (Teacher Librarianship

5. OTHER LIBRARY STAFF 1 Full time Clerical Assistant, 1 Part Time Clerical Assistant 1 Full Time Teachers' Aide

6. HOURS OF OPENING Monday - Fridays 8.30 a.m. - 3.30 p.m.

7. SIZE OF COLLECTION

Fiction 3,500 Non-Fiction 11,500 Periodicals -

Audio-Visual

(A) Equipment

16 cassette recorders	9 speakers	1 reel to reel
1 record player	1 Syllabus 2000	3 listening posts & headphone
4 phones (intercom)	5 film strip projectors	1 National video portable camera
1 National Portable recorder	1 Phillips television	1 Sony television
		1 Telex copier
2 National VTR b.& w.	1 colour monitor	1 video cassette recorder

(B) Software

Filmstrips 98	Slides 21	Audiotapes 563 (cassettes)
Videotapes 521	Phono.Records 186	Pictures/Posters
Kits 180	8 mm. Films	Other 344 overhead transparencies

(C) Special Collections Social Science and A/V

8. HOW IS COLLECTION ORGANIZED Sears and Dewey

9. SIZE OF LIBRARY Seats 120

10. BUDGET A. Amount - $3,000. B. Sources - P & C

11. EXISTING CO-OPERATIVE ARRANGEMENTS Loans on informal basis with neighbouring schools.

1. NAME OF LIBRARY Windsor Public School

2. ADDRESS Christie Street, Windsor, 2756. PHONE NO. 77-3168

3. NUMBER OF PUPILS 292

4. LIBRARIAN Mrs. W. Whittam LIBRARY QUALIFICATIONS School Library Services Short course

5. OTHER LIBRARY STAFF 1 Part Time Clerical Aide - Mondays.

6. HOURS OF OPENING Monday, Tuesday, Wednesday - 9.00 a.m. - 3.30 p.m. Available for phone 9.30 - 10.00 a.m. only. Other times messages only

7. SIZE OF COLLECTION

Fiction 3,220 Non-Fiction 3,220 Periodicals 4

Audio-Visual

(A) Equipment

1 film projector	1 overhead projector	1 stereo

(B) Software

Filmstrips 280 Dept. of Education	Slides 20 sets	Audiotapes
Videotapes	Phono. Records	Pictures/Posters Picture collection
Kits 12	8 mm. Films	Other 24 audio visual cassettes
50 transparencies	S.R.A. Reading Kits	

(C) Special Collections -

8. HOW IS COLLECTION ORGANIZED Dewey and Sears

9. SIZE OF LIBRARY 10m. x 4m. Seats 34

10. BUDGET A. Amount - $1,500. B. Sources - P & C

11. EXISTING CO-OPERATIVE ARRANGEMENTS Informal loans with other schools.

1. NAME OF LIBRARY Windsor South Public School

2. ADDRESS Church Street, South Windsor. PHONE NO. 77-3559

3. NUMBER OF PUPILS 610

4. LIBRARIAN Mrs. C. Whitehouse LIBRARY QUALIFICATIONS School Library Services Short course

5. OTHER LIBRARY STAFF 1 Part Time Clerical Assistant.

6. HOURS OF OPENING Monday - Friday 9.00 a.m. - 3.30 p.m. Closed recess 11.30 - 11.45 a. Closed lunch 1 - 1.30 p.m.
(Phone contact M. - 9.-11.a.m.; W. - 2.-3.30 pm.; F.-2.-3.30 p.m.

7. SIZE OF COLLECTION

Fiction 3,500 Non-Fiction 3,500 Periodicals -

Audio-Visual

(A) Equipment (Note: All A/V held in classrooms)

1 film strip projector	1 radio cassette	1 slide projector
1 3 in 1 radio record player	1 listening post	1 DuKane

(B) Software

Filmstrips 364	Slides 20 for Viewmaster	Audiotapes
Videotapes 5 (cassettes)	Phono.Records	Pictures/Posters 270 posters
Kits 150 vertical file resource	8 mm. Films	Other 20 sets pictorial Social Studies

(C) Special Collections -

8. HOW IS COLLECTION ORGANIZED Sears and Dewey

9. SIZE OF LIBRARY 18m. x 8m. plus office space 3m. x 8m. Seats 40.

10. BUDGET A. Amount - $1,800. B. Sources - P & C plus Government per capita grant.

11. EXISTING CO-OPERATIVE ARRANGEMENTS Only on informal basis.

APPENDIX C

COLO/WINDSOR LIBRARY STUDY

Post Office Box 39,
Kurrajong NSW 2758

February 14, 1980

Dear Principal,

As you may be aware, the Windsor Municipal Council has received funding to look at ways that school and public libraries might co-operate to provide better library service to the people of the Colo-Windsor area. A copy of the terms of reference for the study is enclosed. Mr. B.J. Farnsworth, Acting Director of Education, Metropolitan West Region has given permission to us to survey and visit schools in the Colo Windsor area. I would appreciate it if you could complete the enclosed questionnaire and return it in the self addressed envelope. Please feel free to make additional comments on library service that you feel are appropriate.

The research team will later be visiting a number of schools in the area to discuss library service with the school staff. Thank you for your co-operation in this matter.

Yours sincerely,

Joe Hallein,
Consultant,
Colo-Windsor Library Study

COLO/WINDSOR LIBRARY AND INFORMATION SERVICES STUDY

SCHOOL LIBRARIES QUESTIONNAIRE

SECTION 1 - to be filled in by School Principal

1. NAME OF SCHOOL .....

   ADDRESS .....

2. NUMBER OF ENROLLED STUDENTS .....

3. TOTAL STAFF OF SCHOOL .....

4. DOES YOUR SCHOOL HAVE A LIBRARY? YES ☐

   NO ☐

   If "NO" does your school have an area for the storage of books and instructional materials - such as a storeroom, part of a classroom etc.

   YES ☐

   NO ☐

   If "NO" to both of the above please go to Section K.

   If you wish to offer any comments about school libraries and your school, or about libraries in general, space is provided on the last page of this questionnaire for this purpose.

   Thank you for your co-operation.

5. If "YES", what was the establishment date of your library?

   .....

   Would you please ask your School Librarian to complete the remainder of this questionnaire and return it to the address below

   Thank you.

Colo-Windsor Library Survey,
P.O. Box 39,
KURRAJONG. N.S.W. 2758.

SECTION 2 - to be filled in by School Librarian

The following questions are designed to give a profile of your library. Each question provides four alternative descriptions of a school library service. In each question please select the alternative which most closely describes your school library. Tick one box only in each question.

A. PERSONNEL

One full time teacher-librarian per 300 students with clerical help. ☐

One full time teacher-librarian per 500 students with clerical help. ☐

One part-time teacher-librarian. ☐

Library is a teacher's extra-curricular activity ☐

B. ACCOMMODATION

Custom designed library to seat 10-20% of enrolment with adequate workroom, study rooms and audiovisual production and use area. ☐

Library which will seat largest class, catalogue case, circulation desk and work space. ☐

Library room, but too small to seat one entire class group. ☐

Improvised library accommodation, e.g. bookcases in hatroom, storage room or similar. ☐

C. MATERIALS - PRINT

More than 10 books per pupil, plus 50 magazine titles, plus adequate and up-to-date reference books, plus professional (teachers') collection. ☐

Seven books per pupil, plus 25 magazine titles, plus up-to-date reference books. ☐

Five books per pupil plus sets of encyclopaedias. ☐

Sample texts, a few other books and a set of encyclopaedias. ☐

D. MATERIALS - NON-PRINT AND HARDWARE

Good variety of audio-visual materials including audio, film, video, graphics and realia items and sufficient compatible hardware for its use by individual students and staff or for production. ☐

Small collection of audiovisual materials with hardware for its use. ☐

Small collection of slides and tapes for those able to provide own hardware for its use. ☐

No audio-visual materials available in library but some for use of staff in general school stores. ☐

E. EXPENDITURE

More than $10 per pupil annually for printed materials. Encyclopaedias replaced every five years from extra allotment. Additional budget for audio-visual materials, supplies etc. ☐

Between $5 and $10 per pupil per year for all library materials, supplies and equipment. ☐

$5 per pupil per year for library purposes. ☐

$2 or less per pupil per year for library purposes. ☐

F. FINANCIAL SOURCES AND BUDGET

Annual budget prepared for library finances and fully covered by allocation from school funds. ☐

Annual budget prepared for library finances, partly covered by allocation from school funds, the balance being from P. and C. organisation, mothers' club or by donations. ☐

Library budget prepared occasionally according to need. Finance received spasmodically and allocated for most needed items on budget. ☐

No budget prepared. Finance obtained spasmodically from various sources. ☐

G. LIBRARY INSTRUCTION

Program of instruction for all students which relates instructional materials to curriculum and is worked out in co-operation with classroom teachers. Evaluation and follow-up activities are planned. ☐

A number of scheduled lessons in library use are given to all students. ☐

Individual help given on request is the only instruction offered. ☐

Library hours and rules are posted. ☐

H. HOURS OF OPENING

Library is open daily before/after school, at lunch break and during class time for borrowing, research, individual, group or class use. ☐

Library is open daily before/after school, at lunch break and during class time. Students may use it only out of class time. ☐

Library is open daily at lunch time. ☐

Library is open only 3 days per week or less at restricted times. ☐

I. MATERIALS AVAILABLE FOR LOAN

Both students and staff may borrow books, periodicals, audio-visual materials and hardware. Reference books are available for overnight/weekend loan. Staff and students may borrow as many items as needed. ☐

Staff may borrow books, periodicals, audio-visual materials and hardware, also reference books overnight. Students may borrow books, periodicals and audio-visual materials but not hardware. Up to three items may be borrowed by students. Staff may take more. ☐

Only fiction and non-fiction books are available for loan. Limit of three items per user. ☐

Fiction books may be borrowed only, and only one per user at a time. ☐

J. LIBRARY STAFF

Please indicate who is responsible for the school library and what his/her library qualifications, if any, are.

Name: .....

Qualifications: .....

Please list below other personnel or helpers in library by designation (e.g. teacher-librarian, clerical, technical, aide, voluntary helper) indicating library qualifications, if any, and whether full-time or part-time.

Designation	Qualification	F/T or P/T
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

K. INTERLIBRARY CO-OPERATION

1. What use (if any) does your school make of other libraries e.g. other school libraries, public library, etc.

.....

.....

.....

2. Does your school do any interlibrary lending

a) with other schools YES ☐

NO ☐

b) with a public library? YES ☐

NO ☐

c) with any other type of library? YES ☐

NO ☐

3. Is your school involved in co-operative purchasing of materials with other school, public or other types of library?

YES ☐

NO ☐

4. Does your library share co-operative ownership of audio-visual hardware with other school/public library?

YES ☐

NO ☐

5. Is your school involved with co-operative cataloging or book processing with other libraries?

YES ☐

NO ☐

6. What (if any) other libraries (including school libraries) are located with a 10 km. radius of your school?

.....

.....

.....

If "NONE" please name nearest library to your school and give approximate distance from the school.

7. Would your school be interested in co-operating with other agencies in

a) Interlibrary lending — YES ☐ NO ☐

b) Co-operative purchasing — YES ☐ NO ☐

c) Co-operative ownership of A.V. hardware/software — YES ☐ NO ☐

d) Co-operative cataloging and processing — YES ☐ NO ☐

8. Finally, please indicate any ideas, opinions or comments which you would like to make concerning the school library or library services in general, please use the space below to do so.

COMMENTS: .....

.....

.....

.....

.....

Thank you very much for your co-operation in this survey. It is much appreciated.

APPENDIX D

COLO SHIRE

LIST OF ESTABLISHMENTS SURVEYED

BILPIN PUBLIC SCHOOL
Bell's Line of Road, Bilpin, 2758.

BREWONGLE FIELD STUDIES CENTRE
Sackville Road, Sackville North 2756.

COLO HIGH SCHOOL
William Street, North Richmond 2754.

COLO HEIGHTS PUBLIC SCHOOL
Singleton Road, Colo Heights.

COMLEROY ROAD PUBLIC SCHOOL
Comleroy Road, Kurrajong 2758.

EBENEZER PUBLIC SCHOOL
Sackville Road, Ebenezer.

FREEMANS REACH PUBLIC SCHOOL
Gorricks Lane, Freemans Reach 2756.

GLOSSODIA PUBLIC SCHOOL
Creek Ridge Road, Glossodia 2756.

GROSE VIEW PUBLIC SCHOOL
Grose Wold Road, Grose Vale 2753.

KURMOND PUBLIC SCHOOL
Bells Line of Road, Kurmond.

KURRAJONG PUBLIC SCHOOL
Grose Vale Road, Kurrajong 2758.

KURRAJONG EAST PUBLIC SCHOOL
East Kurrajong 2758.

KURRAJONG NORTH PUBLIC SCHOOL
Bells Line of Road, Kurrajong 2758.

LOWER PORTLAND PUBLIC SCHOOL
Lower Portland, via Windsor.

McDONALD CENTRAL PUBLIC SCHOOL
Cessnock Road, via Wiseman's Ferry.

RICHMOND NORTH PUBLIC SCHOOL
Grose Vale Road, North Richmond 2754.

WILBERFORCE PUBLIC SCHOOL
George Street, Wilberforce.

APPENDIX E

WINDSOR MUNICIPALITY

LIST OF ESTABLISHMENTS SURVEYED

CATTAI PUBLIC SCHOOL
Cattai Creek via Pitt Town 2756.

HAWKESBURY AGRICULTURAL COLLEGE
Richmond 2753.

HOBARTVILLE PUBLIC SCHOOL
Valder Avenue, Richmond 2753.

MARAYLYA PUBLIC SCHOOL
Neich Road, Maraylya 2765.

OAKVILLE PUBLIC SCHOOL
Oakville Road, Riverstone 2765.

PITT TOWN PUBLIC SCHOOL
Buckingham Street, Pitt Town 2756.

RICHMOND HIGH SCHOOL
Lennox Street, Richmond 2753.

ST. MATTHEW'S SCHOOL
Tebbut Street, Windsor 2756.

ST. MONICA'S
1A Bourke Street, Richmond 2753.

WINDSOR HIGH SCHOOL
Windsor and Mulgrave Roads, McGrath's Hill 2756.

WINDSOR PUBLIC SCHOOL
Christie Street, Windsor 2756.

WINDSOR SOUTH PRIMARY SCHOOL
Church Street, South Windsor.

APPENXIX F

LIST OF PERSONNEL CONSULTED

FOR THE WINDSOR/COLO LIBRARY SURVEY

Ms. J. Brown
Chief Librarian
Windsor/Colo Library
Windsor

Ms K. Christie
Teacher/Librarian
Windsor High School

Ms. J. Cuskey
Head Resources Centre
Hawkesbury Agricultural College
Richmond

Mr. D. Chapman
Principal
Richmond North Public School

Mrs. M. Doran
Teacher/Librarian
Cattai Public School; Pitt
Town Public School and
Wilberforce Public School

Ms. P. Englender
'Forgotten Valley' Mobile
Resource Unit

Ms. I. Evans
Teacher/Librarian
Colo High School

Mr. B.J. Farnsworth
Acting Director of Education
Metropolitan West Region

Ms. J. Hart
Head Library Services
Department of Education
North Sydney

Mr. D. Hefferman
A/V Librarian
Nepean College of
Advanced Education

Mr. R. Hillyard
Deputy Shire Clerk
Colo Municipal Council

Mr. N. Hunt
Deputy Principal
Windsor High School

Mrs. M. Johnston
St. Monica's School
Richmond

Mr. I. Jordan
St. Monica's School
Richmond

Mr. T. Kelly
Teacher in Charge
McDonald Central Public School
Cessnock Road via Wiseman's Ferry

Mrs. E. Leese
North Richmond Child Care Centre
Elizabeth Street
North Richmond

Mr. McCormack
Principal
South Windsor Public School

Ms. E. Manning
Community Arts Officer
Windsor Municipal Council

Mr. H. Mauritz,
Teacher/Librarian
Richmond High School

Mr. P. McGee
Principal
St. Matthew's School
Windsor

Mrs. P. McIver
Director
North Richmond Pre-School
Riverview Street
North Richmond

Mr. D. Menteith
Principal
Kurrajong Public School

Ms. J. Mesurier
'Forgotten Valley' Mobile Resource Unit

Mrs. S. Moorcroft
St. Matthew's School
Tebbut Street
Windsor

Mr. James O'Brien
Head Resource Centre
Kuring-gai College of
Advanced Education
Lindfield

Mrs. S. Owens
Teacher/Librarian
Richmond North Public School

Ms. A. Pegum,
Principal
Windsor High School

Ms. C. Plancke
Teacher/Librarian
Richmond Primary School;
Kurmond Public School

Mr. D. Pope
Principal
Richmond High School

Mr. D. Potter
Senior Librarian
O/C Library Services
Hawkesbury Agricultural College
Richmond

Mr. P. Kinsella
Principal
Colo High School

Mrs. J. Rawson
Teacher/Librarian
Hobartville Public School

Mr. R.L. Rawson
Town Clerk
Windsor Municipal Council

Mr. B. Sargeant
Reference Consultant
Western Sydney Region

Ms. E. Shedden
Teacher/Librarian
Windsor High School

Mr. D. Sparkes
District Inspector of Schools
Windsor

Mrs. N. Ward
Teacher/Librarian
Glossodia Public School;
Grose View Public School

Mr. R.A. Weekes
Principal
Glossodia Public School

Mr. M. Whittam
Principal
Grose View Public School

Mrs. W. Whittam
Teacher/Librarian
Windsor Public School

Windsor Inspectorate
Teacher/Librarian Group
Riverstone Primary School

EDUCATION	SUPPORT SERVICES FOR SCHOOL LIBRARIES . INSERVICE EDUCATION	027.8 PE
EDUCATION	TEACHERS OF ANCIENT.HISTORY . INSERVICE EDUCATION	930.07 N
EDUCATION	THE FIRST QUARTER OF THE SECOND CENTURY . EDUCATION HISTORY AUSTRALIA	370.06FI
EDUCATIONAL	CATALOGUE OF EDUCATIONAL TESTS AND RESEARCH MATERIALS . ACER .	371.2AUS
EDWARDS,R	AUSTRALIAN TRADITIONAL BUSHCRAFTS . EDWARDS,R . WOODWORK LEATHERWORK	680EDW
EGYPT	TALES OF ANCIENT EGYPT . GREEN,R. FOLKTALES	808.98GR
EIGHT	EIGHT DAYS OF LUKE. JONES,D. ROMANCE	F JON
EKTAGRAPHIC	KODAK EKTAGRAPHIC EF VISUALMAKER . EQUIPMENT CAMERA	LIBRARY
ELECTRIC	ELECTRIC POWER . ANDERSON,H . AUSTRALIA	621.312
ELECTRICAL	ELECTRICAL SAFETY . CSIRO . ELECTRICITY	629.319
ELECTRICITY	ELECTRICAL SAFETY . CSIRO . ELECTRICITY	629.319
ELECTRONICS	ELECTRONICS . TEACHING BIBLIOGRAPHY	621.38 N
ELEVENTH	ELEVENTH HOUR . RANKIN,J . TREND ADVENTURE	F RAN
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APPENDIX H

FEATURES OF WINDSOR MUNICIPALITY AND COLO SHIRE

Windsor Municipality is situated to the west of Sydney and is surrounded by Colo Shire, Baulkham Hills Shire, Blacktown Municipality and the City of Penrith. An area of 146.70 square kilometres it consists of the following towns, villages and areas of settlement: Windsor, South Windsor, Richmond, Oakville, Pitt Town, McGrath's Hill, Hobartville, Agnes Banks and parts of Cattai and Maraylya.

The two most rapid areas of development are Richmond and McGrath's Hill, the latter rapidly becoming a significant urban centre with an eventual target population of 2,600.

General administrative services are located at Windsor as are the major recreational and cultural facilities. However, as Windsor Municipality is characterised by a dispersed, decentralised urban pattern, with Richmond being the next main centre (separated from Windsor by approximately 4.2 kilometres), it has been necessary to duplicate some services at Richmond, e.g. swimming pool, branch library. With the expansion of McGrath's Hill, it is likely that these recreational facilities and other amenities will also need to be duplicated.

The municipality also has within its boundaries, the oldest Air Force Base in the Commonwealth, the RAAF Base at Richmond, with an area of 276 hectares. The Hawkesbury Agricultural College situated at Richmond extends to 1408.4 hectares. It is now a college of advanced education offering various courses at tertiary level.

The estimated size of the population as at 1st January, 1980, was 21,360. The growth rate between 1976-1980 was 4.34%. Figures from the 1976 Census show that 60% of the population was 20+ in age; 29% was between 5-19 years and 11% between 0-4 years of age. Out of 40 local government areas in the Sydney Region, Windsor Municipality had the seventh highest proportion of 0-14 year olds within the total population.[1] Because of the large number of children and young adults, it is important that an adequate library service be provided for this group.

Nature of the workforce

Out of a total workforce of 8,052 (1976 Census), 6,658 were wage/salary earners, 533 were self-employed, 351 were employers, 96 were "unpaid helpers" and 414 were unemployed.

23.7% of the workforce designated themselves as production or processing workers and labourers; with the next largest workforce being in the Armed Forces (21.5%); 7.3% were professional people. The largest sector of industry was public administration and defence (25.7%), with the next largest sectors being the wholesale, retail trade and manufacturing industry (14.5% and 14.3% respectively).

1. Social Indicator Study; P.E.C. June 1978.

Educational Facilities

There are 3 pre-schools, 3 infant schools, 12 primary schools - 3 of which are non-Government schools, 2 secondary schools and a College of Advanced Education situated in the municipality.

61.1% of school age children attend primary school; 37.4% attend secondary school; 432 students were enrolled in either a university or a college of advanced education and 361 students were enrolled in other educational institutions.

Penrith Technical College provides classes and trained teachers for its branch at Richmond High for a variety of classes, some of which are as follows: Supervision Certificate (management for industry and commerce); home furnishing; General Studies for adults to H.S.C. Many of the students who take advantage of these classes are from the RAAF Base.

Evening College classes are also held at Windsor High, where a good variety of courses is offered.

The Hawkesbury Agricultural College at Richmond also offers workshops in a wide variety of arts and crafts. These workshops are popular with residents of the municipality and are always well attended.

To enable children to better study wildlife in their natural habitat, a teaching centre has been established at Pitt Town (Longneck Lagoon).

Recreational and Cultural Facilities

The municipality of Windsor is an area rich in history, having within its boundaries 3 of the 5 Macquarie Towns. Because of its historical heritage and because of the recreational facilities offered by the Hawkesbury River, tourists are attracted to the Hawkesbury area, as can be seen from the figures from the District Tourist Office for 1978/9, when more than 10,700 tourists visited the area.

Windsor Council employs a Community Arts Officer to co-ordinate and promote performing and visual arts and crafts activities in the area. The Council also employs a Community Project Officer to oversee projects implemented under the Western Sydney Area Assistance Scheme. The Arts are actively promoted through various activities and aspiring artists, well established ones and the community benefit from the opportunities afforded by exhibitions such as the Macquarie Towns Acquisitive Art Exhibition.

Musical societies cater for various musical interests as do theatrical societies such as the Richmond Players who perform regularly at the Richmond School of Arts, the foundation stone of which was laid in 1866.

The Hawkesbury District has been well served with local news, first through 'The Windsor Express', established in 1843, then the 'Hawkesbury Courier', established in 1846.

Today, the Windsor and Richmond Gazette and the Hawkesbury Courier fulfil this function.

The estimated expenditure for recreational and cultural amenities amounts to 6.1% of the total expenditure for 1980. McQuade Park and Howe Park are popular recreational spots. There are 2 swimming pools in the municipality and a Municipal Tennis Court Complex situated between Richmond and Windsor.

Windsor Council is one of 10 councils in New South Wales to receive a State Government subsidy for the employment of a Recreation Officer. The employment of such an officer will be of particular benefit to the young people of the district.

Health and Welfare are catered for by the Health Centre, situated at Richmond. A Generalist Community Nurse is also based in some schools in the area and there are Baby Health Centres at both Richmond and Windsor. Hospital care is provided by the Hawkesbury District Hospital.

Features of Some of the Larger Towns, Villages and Areas of Settlement of Windsor Municipality

Windsor is one of the 5 towns named by Governor Macquarie in 1810. St. Matthew's Church, designed by Greenway and built entirely by convict labour, dominates the skyline; Loder House, built in 1834 has been fully restores and is now leased as a restaurant. Other buildings of historical significance are also being restored.

The Community and Cultural Centre is the main venue for cultural and recreational activities.

The new Central Library situated in Dight Street, Windsor, should be completed by the end of 1980.

George Street is the main street and most of the shops are located in this area.

Boating and water skiing are popular pastimes because of the proximity of the Hawkesbury River.

Hobartville is situated off the Castlereagh Road and takes its name from the historic Hobartville Estate. It has been an area of rapid expansion as witnessed by the population growth of its primary school, which is situated on the estate. A particular feature of this estate is the easy walking distances to local shops and Richmond Branch Library, as well as other services, such as the Baby Health Centre. Richmond High School is also situated close by.

McGrath's Hill, the newest housing development in the Windsor Municipality is situated on the outskirts of Windsor, on the Windsor-Parramatta Roads and directly opposite Windsor High School. The eventual target population of 2,600 will necessitate the provision of facilities and services, such as schools, library services, shopping centres and recreational facilities. Transport is a problem because of the location of this estate. Consideration will need to be given to providing services for the housebound.

Richmond, situated on the banks of the Hawkesbury River, is separated from the administrative centre of Windsor Municipality by approximately 4.2 kilometres. Because of this distance, Council's services have been duplicated here to some extent by the swimming pool and the branch library. A Health Centre and Kindergarten are also located here. 21.5% of the population work at the RAAF Base. Shopping and recreational facilities are all conveniently located. The oldest branch railway line in New South Wales terminates at Richmond. Buses provide transport to outlying areas. There are kindergartens, primary schools and a secondary school and further educational and recreational facilities are offered by the

Hawkesbury Agricultural College, which has always had a strong commitment to the local community. The School of Arts building has often been used as a venue for local theatrical productions. The Bini Dome at Richmond High School is now also used for this purpose.

Richmond's geographical location and historical interest do much to attract an influx of tourists, particularly in the summer months. Pugh's Lagoon is a popular spot. "Toxana", built in 1841, has been fully restored. Extensions are also being carried out to the Branch Library at Richmond.

South Windsor is a well established area, its residential section being served by a small but rapidly expanding shopping complex, infants and primary schools, a swimming pool and a sports oval. A significant number of Housing Commission homes are located here.

Because of its liability to flooding, some of the land is precluded from development. A great deal of the municipality's industrial sector is located at South Windsor and these sites are also expanding considerably.

Other areas in the municipality are more sparsely settled and more rural in nature. Consideration will have to be given by Council to services such as library services to residents of outlying areas such as Cattai and Maraylya, some of whose residents belong to Windsor Municipality and some to Baulkham Hills Shire. The primary schools in these communites are located in Windsor Municipality.

APPENDIX I

FEATURES OF COLO SHIRE

Colo Shire is the largest shire in the Sydney Statistical Division of New South Wales, with an area covering 2,645.92 square kilometres and at the same time, the lowest population - 12,750.

It is situated west of Sydney and its boundaries adjoin those of Windsor Municipality, Gosford Shire, Baulkham Hills Shire, the City of Penrith and the City of the Blue Mountains. The Hawkesbury River acts as its natural boundary at Richmond and Windsor, which are part of Windsor Municipality.

It is an area of very varied geographical characteristics, ranging from the lush river flats of citrus orchards and ski and boating centres, to the volcanic ash of Mount Wilson and the rugged beauty of "The Jungle" at Mt. Tomah. Because of the considerable distances between settled areas both from each other and from other larger centres such as Windsor or Richmond, the areas of settlement are characterised by a high spirit of community involvement, support and co-operation, which in turn has led to a strong sense of local identity. Nevertheless, the problems of isolation are not minimal, especially during times of crises, such as medical emergencies. The fact that the Hawkesbury River floods at periodic intervals adds to the problems of the Shire's residents, as the nearest large shopping centres are located at Windsor and Richmond. As many residents also need to commute to work and to school on the other side of the river, a number of work and school days are lost because of floods. This problem will be alleviated for secondary school

students with the completion of Colo High School but the isolation of Colo Shire residents from other facilities will still persist during times of floods because there is no flood-free bridge at either Richmond or Windsor.

Population

Up the seventies, the population consisted mostly of families making a modest living from farming plus a small number of non-resident farmers. In the last ten years both the size and the nature of the population has changed as has the landscape. Land development particularly at North Richmond, Glossodia and Wilberforce attracted many residents who need to commute to their places of employment. A considerable number of professional people have also been attracted to the Shire, because of its "week-end" farming potential and its relative proximity to Sydney, which makes commuting to Sydney, although difficult, nevertheless possible. The increased traffic flow is particularly evident on the main transport links to Sydney - that of the Bell's Line of Road, the Blacktown and the Windsor Roads.

The annual growth rate of the population is 7%. From the 1976 Census figures, 14.6% of the population was born overseas, 38.9% of the population ranged in age between 0-19 years; 51.1% of the population was between 20-59 years and 10% of the population was 60 years and over.

The week-ends see a considerable increase in the number of people in the area due to the attraction of water sports along the Hawkesbury River and due to the tourist industry.

As there is a sizeable portion of the population in the under 20 age group, adequate children and young adult library services should be a high priority.

Nature of the Workforce

Out of a total workforce of 4,506, 7.7% were self-employed, 31.3% were wage earners, 1.1% were unpaid helpers and 2.7% were unemployed.

25.5% of the population designated themselves as production or processing workers or labourers, with the next largest occupation being in the category of farmers, fishermen, farm workers (16.9%).

80% of the population are in the low-income group, 9.5% in the middle-income group and 1.5% in the upper-income bracket. (9% did not state annual income).

The largest sector of industry was in category A - agriculture etc., with a percentage of 15.5. The next largest sector was the wholesale and retain industry with 14.4%, followed closely by the manufacturing industry with 14.1%.

Educational Facilities

There is a Child Care Centre located at North Richmond, as well as a private kindergarten, a number of infants' schools, 15 primary schools and one secondary school. The last mentioned, Colo High, is at present housed in demountables at North Richmond. The new Colo High School is

situated on the Bell's Line of Road, between Kurmond and North Richmond and should be completed by the end of 1980.

There are twice as many children attending primary schools as secondary schools. Most secondary school students travel by bus to school. Some isolated school children, for example, those from Central McDonald work with correspondence lessons. Others travel over 5 hours a day to attend classes at Windsor High School.

Cultural and Recreational Facilities and Pursuits

Because of its geographical location, a fair number of residents have the benefit of water sports - water skiing, fishing, swimming and boating, both on the Hawkesbury and the Colo Rivers.

The Shire has a good number of parks and reserves, foremost of which are "Camp McKay" and "McMahon's Park", both situated at Kurrajong. Wheeny Creek is also a popular picnic spot.

The geographical isolation and sparsity of population has led to a life-style which is community orientated, self-directed and self-supportive, with residents organising their own cultural and recreational pursuits. Many of these activities make use of a community hall, which is often located near the local primary school. Consideration could be given to the integration of a library service with these activities and at these venues.

Health Care

Hospital facilities are provided by Kurrajong Community Hospital (a private hospital) and the St. John of God Hospital, situated at North Richmond. A Community Nurse is attached to Richmond North Primary School. Some residents of Colo Shire, whose homes are as far away as Berambing and Bilpin travel to Lithgow for health care facilities.

Features of Some of the Areas of Settlement of Colo Shire

The number of building applications approved by Council during 1979 in centres of residential development ranged between 1 and 110 with Wiseman's Ferry, Blaxland's Creek, Lower Portland, St. Albans, Grose Wold and Colo Heights having the least number of applications (between 1 and 3). The greatest number were at Kurrajong (54); Wilberforce (79); North Richmond (83) and Glossodia (110).

Bilpin

"Land of the Mountain Apple", describes this area aptly, with its closely settled population, some of whom still depend on the apple crop as their sole means of subsistence. Some rather larger apple orchards are the property of Sydney-based companies, who employ local labour. Some professional people have chosen to live here for the cooler climate and they commute daily to work.

The Bilpin District Women's Association is very active in the community. There is a District Hall, which serves as a venue. There are also special interest group meetings, such as that of the Mt. Tomah Society.

Blaxland's Ridge

A sparsely settled area, with only the primary school and the Bush Fire Brigade as focal points, the primary school now being closed because of insufficient enrolments. There is no post-office, consequently most people are entitled to an R.M.B. number - i.e. a roadside mail box,

which entitles them to have mail picked up, instead of only being delivered. There is also a bread and milk delivery service.

Colo Heights

A very small community with a primary school situated 20 minutes drive from Windsor on the Singleton Road to Putty. The only local work available was in the timber industry but with the designation of a huge tract of land as a National Park, work prospects are in jeopardy.

Ebenezer

Noted for its beautiful sandstone church, completed in 1809. A sparsely settled area of scenic beauty.

Glossodia is one of the most rapidly developing areas of Colo Shire, according to building statistics for 1979. The prospect of town water being provided is no doubt a boost to this expansion. Because of its rapid development, the Department of Education has investigated the possibility of building another school in the area. The population of Glossodia will reach more than 3,000 and this will necessitate shopping, educational and recreational facilities. Consideration will also therefore need to be given to the provision of library services for this number of people.

Grose Vale and Grose Wold

There is a high level of community spirit in these settled areas and this was exemplified particularly by the Grose Vale Community Centre, which was successful in having the new Grose View Primary School built. This is an amalgamation of two previously tiny primary schools - that of Grose Vale and Grose Wold.

The centre of the area is to be found at the Post Office, which is situated next to a small grocery store, service station and bus depot. Buses from this depot service Kurrajong, Grose Vale, Grose Wold, North Rihcmond, Berambing, Bilpin, East Kurrajong and other areas, mainly in regard to ferrying children to and from school. There are a number of old cattle and horse studs and farming concerns, but most residents commute to work elsewhere. The Community Hall at Grose Vale serves as an important venue for fund-raising and social activities and the Grose River at Grose Wold attracts families enjoying a day's outing.

Kurmond - a small yet relatively well settled area, since the provision of town water. There is a small shopping centre.

Kurrajong is one of the more settled areas of the Shire, particularly since the development of the new housing estate. The primary school is centrally located within walking distance to the shopping centre. There is a Community Hospital and McMahon Park and Camp McKay are popular recreational grounds.

North Richmond is one of the most rapidly developing areas of Colo Shire with a present population of about 3,000. The possibility of extending the village to three times its present population is being investigated. There is a primary and infants school, a private kindergarten and a Council-run Child Care Centre and Colo High is at present housed in demountables next to North Richmond Primary School. The shopping centre is within easy walking distance of the schools. There is a considerable number of Housing Commission Homes and a transitory population from the RAAF. Because of this, the primary school has set an area aside for parents to use as a drop-in centre. It is hoped this will reduce isolation and loneliness.

A good example of late Victorian architecture is to be found at "Belmont" - the St. John of God Hospital off Grose Vale Road.

Wilberforce

The administrative centre of Colo Shire Council is located at Wilberforce. Predominantly rural in nature, the area has shown considerable development and is now one of the three fastest growing areas of the Shire.

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